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ABSTRACT

Directed toward students in freshman English courses, this guide to the basic skills in using the library is composed of three broad units: (1) orientation to the library, including computer-output microfilm, card catalogs, and location of materials: (2) reference books, including use of the dictionary, encyclopedias, and the vertical file: and (3) general indexes, including use of the periodical indexes, biographical indexes, and other sources. Each section contains learning objectives, information, practice questions, and a review section. (FM)

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GUIDE TO LIBRARY SKILLS

Library Unit I - Orientation to the Library
    Booklet A: The COM and Card Catalogs

    Booklet B: Finding Materials

Library Unit II - Reference Books
    Booklet A: The Dictionary

    Booklet B: Encyclopedias

    Booklet C: The Vertical File

Library Unit III - General Indexes
    Booklet A: Periodical Indexes

    Booklet B: Biographical Indexes and Other Sources

Prepared by

C. Burnelle McIntyre

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IR008565

GUIDE TO LIBRARY SKILLS

The freshman English teachers and the Library welcome you to Library skills instruction.

During your freshman English course, you will learn the basic skills of using the Library. The complete Library Skills Instruction includes Pretests, three self-paced Library Skills Units (with test cards), and Post tests.

Both the English teachers and the Library staff will be working together to help you improve your language and research skills.

The Library has these responsibilities:

1. *testing your Library skills*
2. *giving you Library Instruction Units*
3. *helping you with the units*
4. *determining the passing grade for the Pre/Post Tests*

The English teachers have these responsibilities:

1. *deciding when you begin Library Skills*
2. *setting deadlines for finishing Library Skills*
3. *giving you an "incomplete" in the course if you do not finish*

WHEN TO START

1. When your English teacher has talked with you about Library Skills
2. When you know the beginning date and the deadline date for the Library Skills
3. When you have read the guide completely and carefully

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Prepared by C. Burnelle McIntyre

HOW TO DO LIBRARY SKILLS

Step 1: The Pretest

Your first step in Library Skills is to take the Pretest.

There are two reasons for taking the Pretest.

1. *The Pretest will tell you which Library Skills you already have.*
2. *The Pretest will tell you which Library Skills you need to learn.*

Taking the Pretest. Go to the Library's Testing Room (Lower Level) and take the Pretest. You can go any time during regular Library Testing Room hours.

BRING YOUR ID CARD. ALLOW YOURSELF AT LEAST 1 HOUR.

After you take the Pretest, you will get a Pretest Report. The Pretest Report will tell you which skills you need to learn and which skills you already have.

Results of the Pretest will be available within 24 hours on weekdays. When you take the test on the weekend, you can get your report on Monday. When you get your Pretest results, you can start to study the Library Skills booklets.

Step 2: Library Skills Booklets

The Library has booklets for each unit. Each booklet teaches certain library skills.

Each booklet has learning objectives, information, practice questions, and a review section. The learning objectives describe the specific skills that the booklet teaches. The practice questions help students to practice the learning objectives. The review section helps students decide when they have learned the skills in the booklet.

a. Do the Library Skills Unit. When you finish the "Review" page of the unit, go to the Information Desk and ask for the test card for that unit. DO NOT ASK FOR THE TEST CARD UNTIL YOU ARE READY.

b. Do the test card.

When you successfully complete the test card, the Librarian will stamp your unit.

c. Bring the STAMPED Library Skills Unit to the Testing Room. Show it to the attendant.

The attendant will give you a Post Test for that unit. (See step 3.)

4

Step 3: The Post Tests

The Library Skills Post tests are the last steps in the Library Skills instruction. You can take a post test after each unit. You should do very well on the Post tests.

Go to the Testing Room (Lower Level)

BRING YOUR ID. ALLOW ONE HOUR FOR THE TEST.

REMEMBER: READ EACH QUESTION VERY CAREFULLY.

COMPLETE EACH UNIT IN THE SAME WAY

LIBRARY SKILLS INSTRUCTION BOOKLETS

English 103:

Library Unit I: Orientation to the Library

- Booklet A: The COM and Card Catalogs
- Booklet B: Finding materials

Library Unit II: Reference Books

- Booklet A: The Dictionary
- Booklet B: Encyclopedias
- Booklet C: The Vertical File

English 104:

Library Unit III: Indexes

- Booklet A: Periodical Indexes
- Booklet B: Biographical Indexes and other sources
- Booklet C: Newspaper Indexes

IMPORTANT INFORMATION

TESTING ROOM HOURS

Mon. - Thurs.	9 a.m. - 4 p.m. and 6 p.m. - 10 p.m.
Friday	9 a.m. - 4 p.m. ONLY
Saturday	CLOSED
Sunday	2 p.m. - 10 p.m.

REGULAR LIBRARY HOURS

Monday	8 a.m. - 11 p.m.
Tuesday	8 a.m. - 12 p.m.
Wednesday	8 a.m. - 11 p.m.
Thursday	8 a.m. - 11 p.m.
Friday	8 a.m. - 6 p.m.
Saturday	9 a.m. - 8 p.m.
Sunday	1 p.m. - 10 p.m.

STUDENT ASSISTANT

A student assistant will also be at the Information Desk during certain hours to give you the Test Cards and to answer any general questions about the Library Skills.

THE HOURS FOR THE STUDENT ASSISTANT WILL BE

POSTED AT THE INFORMATION DESK.

When you need help with your Library Skills Units, you can ask the student assistant or the Instruction Librarian (Burnelle Mc Intyre).

KEEP THIS GUIDE WITH YOU AND LOOK AT IT WHEN YOU ARE DOING YOUR LIBRARY SKILLS UNITS.

Gallaudet College Library

Your name ______________________ Your teachers' name ____________

LIBRARY UNIT I - ORIENTATION TO THE LIBRARY
BOOKLET A: THE COM AND CARD CATALOGS

The Library Skills Pretest showed that you cannot use the COM Catalog and the Card Catalog well. This booklet has the necessary information and practice exercises to help you use the COM Catalog and Card Catalog.

Here are your learning objectives:

1. You will identify and locate specific information in a COM Catalog entry and on a catalog card.
2. You will find an entry in the COM Catalog and in the Card Catalog when you know the title of an item.
3. You will find an entry in the COM Catalog and a card in the Card Catalog when you know the author of an item.
4. You will find an entry in the COM Catalog and a card in the Card Catalog when given a subject.
5. You will be able to identify "see" and "see also" cards in the Card Catalog.

WHEN YOU FINISH THIS BOOKLET, YOU SHOULD BE ABLE TO DO ALL OF YOUR LEARNING OBJECTIVES.

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A CATALOG

A catalog is a list of items in the Library. The list can be in the form of cards or on microform.

When you need a library item, you should first look in the catalog. The catalog will tell you ONE of the following:

a. *The Library does own the item (When you find the item listed)*

b. *The Library does not own the item or it is not cataloged (When you don't find the item listed)*

The Gallaudet College Library Catalogs contain a list of cataloged items (materials) in the Library.

Type of item		Examples
a. *print materials*	→	*books* *pamphlets*
b. *nonprint materials*	→	*records* *films* *filmstrips* *videotapes*

YOU SHOULD LEARN WHAT THE LIBRARY CATALOGS CONTAIN.

THE COM AND CARD CATALOGS

The Gallaudet College Library has two kinds of catalogs.

1. *The COM Catalog*
2. *The card catalog*

THE COM CATALOG

The Computer Output Microform (COM) Catalog lists the cataloged items in the library. The Library is changing to the COM catalog to improve the cataloging and up-to-date aspects of the items in the Library.

When you need to find everything that the Library has on a particular subject or by a particular author, you should check the COM Catalog and the card catalog.

The COM Catalog is on microfiche. Microfiche is film in the shape of a card. You must use a microfiche reader to read the COM Catalog. The COM Catalog is located near the check-out desk on the main floor.

The COM Catalog is divided into two parts:

1. *the author/title COM Catalog*
2. *the subject COM Catalog*

THE CARD CATALOG

The Card Catalog is a list of the cataloged items in the Library. The Card Catalog is in the form of cards. It is divided into two parts:

1. *author/title card catalog*
2. *subject card catalog*

The card catalog is located near the Information Desk on the Main Floor.

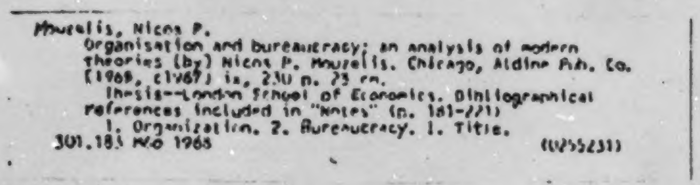
YOU SHOULD LEARN THE DIFFERENCE BETWEEN THE COM CATALOG AND THE CARD CATALOG.

YOU SHOULD LEARN TO LOCATE THE COM CATALOG AND THE CARD CATALOG.

A CATALOG ENTRY OR CARD

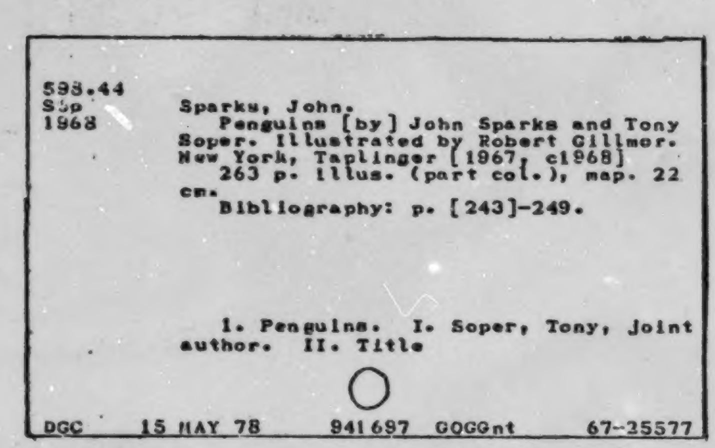
Each cataloged item in the Library is listed in the catalogs.

COM entry:



Mouzelis, Nicos P.
Organisation and bureaucracy: an analysis of modern theories [by] Nicos P. Mouzelis. Chicago, Aldine Pub. Co. [1968, c1967] ix, 230 p. 23 cm.
Thesis--London School of Economics. Bibliographical references included in "Notes" (p. 181-221)
1. Organization. 2. Bureaucracy. I. Title.
301.183 MO 1968 (0255231)

Catalog card:



598.44
S5p
1968

Sparks, John.
Penguins [by] John Sparks and Tony Soper. Illustrated by Robert Gillmor. New York, Taplinger [1967, c1968]
263 p. illus. (part col.), map. 22 cm.
Bibliography: p. [243]-249.

1. Penguins. I. Soper, Tony, joint author. II. Title

DGC 15 MAY 78 941697 GOGGnt 67-25577

INFORMATION ON A CATALOG ENTRY OR CARD

A. The information on the entry or card tells you something about the item.

author →	*the name of the person or organization that is responsible for writing and compiling the information in this format.*
title →	*name of item.*

place published → *the city were the item was printed. [Sometimes the state is included].*

publisher → *the company that printed the item.*

date → *the year when the item was printed.*

collation → *contains various kinds of information about the item.*

a. *number of pages*
b. *any pictures or charts*
c. *size of the item*

note → *tells you other information about the contents of the item, such as:*

a. *may show a bibliography*
b. *possibly, a list of play titles*

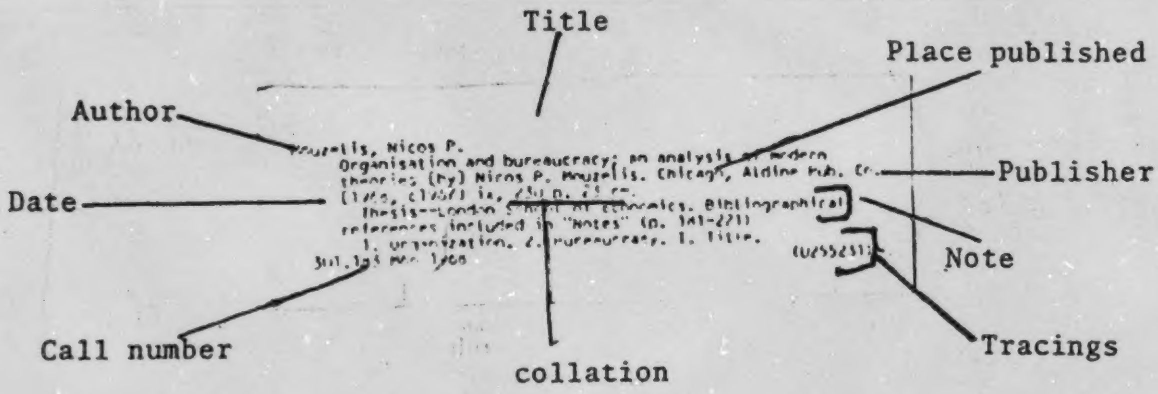
tracings → *the tracings tell you under what headings you can find this catalog entry or card*

a. *some of the tracings are subject headings [arabic numbers]*

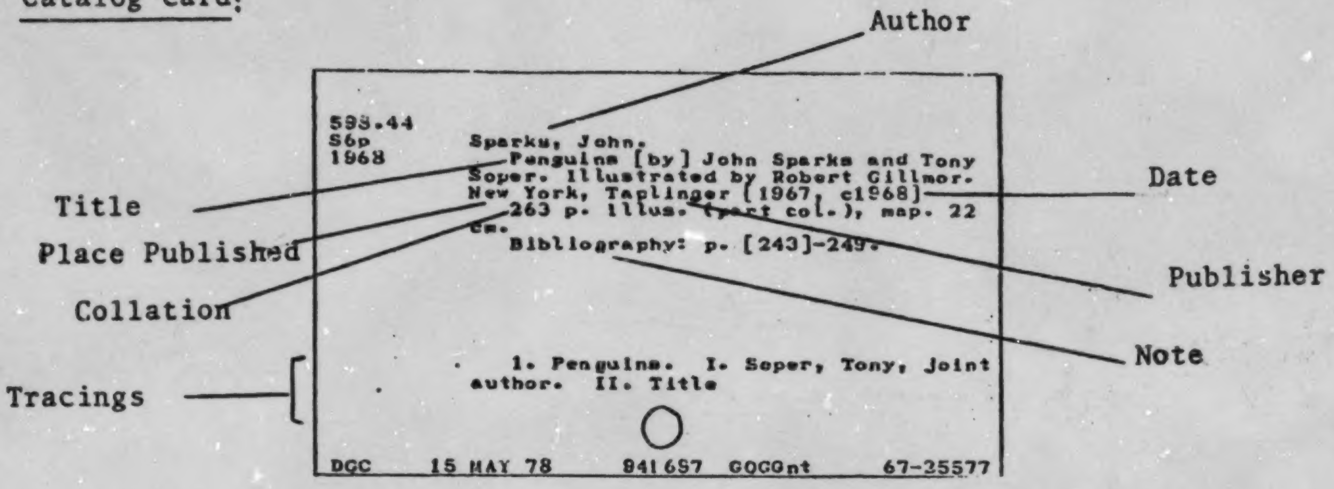
b. *some are author and/or title headings (Roman numerals)*

Examples:

COM Entry:


Title
Place published
Author
Publisher
Date
Note
Call number
collation
Tracings

Catalog card:


Author
Title
Date
Place Published
Collation
Publisher
Note
Tracings

598.44
S6p
1968

Sparks, John.
Penguins [by] John Sparks and Tony Soper. Illustrated by Robert Gillmor. New York, Taplinger [1967, c1968] 263 p. illus. (part col.), map. 22 cm.
Bibliography: p. [243]-249.

1. Penguins. I. Soper, Tony, joint author. II. Title

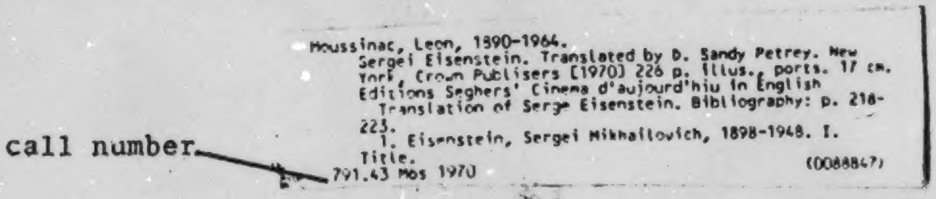
○

DGC 15 MAY 78 841657 GOCGnt 67-25577

B. Some information on the entry or card tells you the place in the Library to find the item.

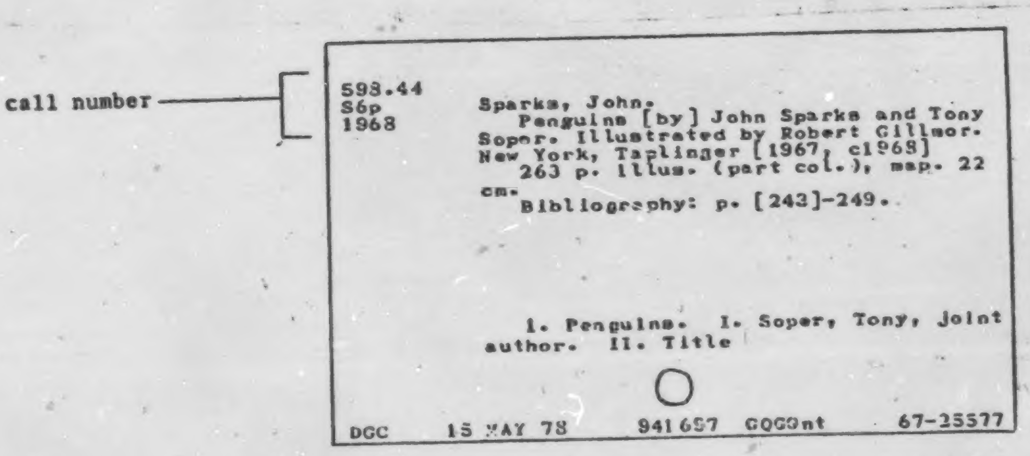
call number	*the call number tells you the subject area of the item and its location in the Library*

COM entry:


call number

Moussinac, Leon, 1890-1964.
Sergei Eisenstein. Translated by D. Sandy Petrey. New York, Crown Publisers [1970] 226 p. illus., ports. 17 cm.
Editions Seghers' Cinema d'aujourd'hiu in English
Translation of Serge Eisenstein. Bibliography: p. 218-223.
1. Eisenstein, Sergei Mikhailovich, 1898-1948. I. Title.
791.43 Mos 1970 (0088847)

Catalog Card:



call number

598.44
S6p
1968

Sparks, John.
Penguins [by] John Sparks and Tony Soper. Illustrated by Robert Gillmor. New York, Taplinger [1967, c1968]
263 p. illus. (part col.), map. 22 cm.
Bibliography: p. [243]-249.

1. Penguins. I. Soper, Tony, joint author. II. Title

DGC 15 MAY 78 941657 GOGOnt 67-25577

YOU SHOULD LEARN THE MEANING OF THE INFORMATION ON A COM ENTRY AND CATALOG CARD.

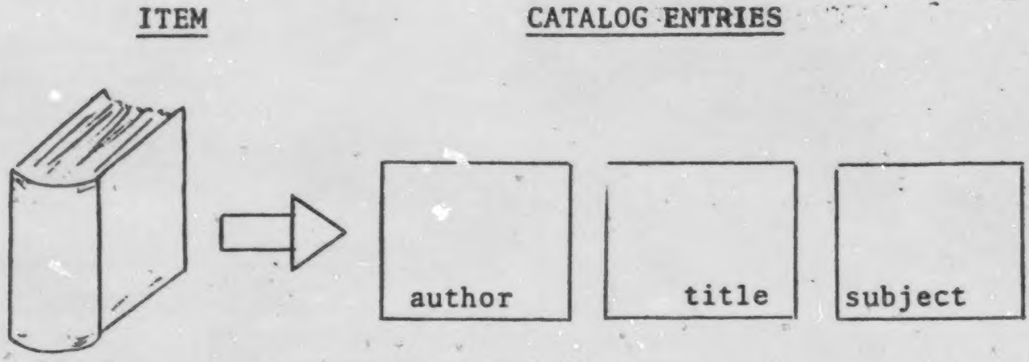
YOU SHOULD LEARN THE LOCATION OF THE INFORMATION ON A COM ENTRY AND CATALOG CARD.

KINDS OF COM ENTRIES

There are three different kinds of COM entries.

1. *author*
2. *title*
3. *subject*

Each print item and non-print item in the Library has its own set of COM entries



Each item on the shelves has:

a. *one or more author entries (one entry for each author of the item)*
b. *one title entry*
c. *one or more subject entries (one entry for each subject related to the item)*

For example:

author entry:

```
Moustakas, Clark E.
    Children in play therapy [by] Clark Moustakas. New York,
    Ballantine Books 1974, c1953. xi, 237 p. 18 cm.
      Bibliography: p. 231-232.
      1. Play therapy. 2. Child psychotherapy. I. Title.
  618.9289165 Moc 1953                                (1281676)
```

title entry:

```
Children in play therapy
  Moustakas, Clark E.
    Children in play therapy [by] Clark Moustakas. New York,
    Ballantine Books 1974, c1953. xi, 237 p. 18 cm.
      Bibliography: p. 231-232.
      1. Play therapy. 2. Child psychotherapy. I. Title.
  618.9289165 Moc 1953                                (1281676)
```

subject entry:

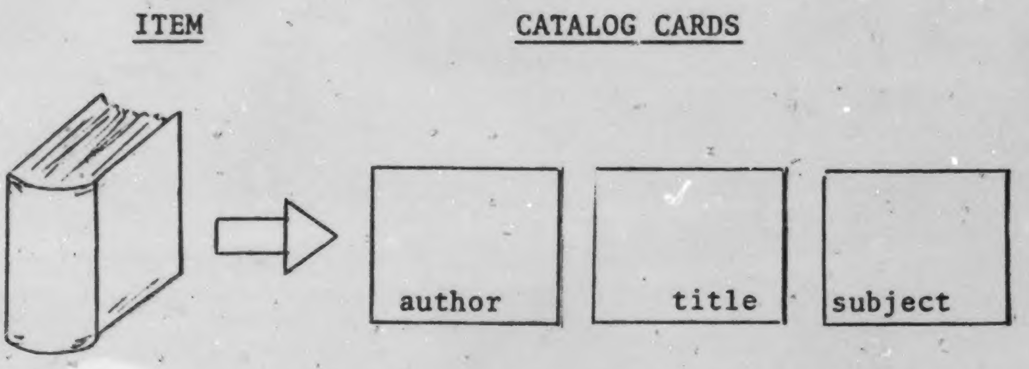
```
Play therapy.
  Moustakas, Clark E.
    Children in play therapy [by] Clark Moustakas. New York,
    Ballantine Books 1974, c1953. xi, 237 p. 18 cm.
      Bibliography: p. 231-232.
      1. Play therapy. 2. Child psychotherapy. I. Title.
  618.9289165 Moc 1953                                (1281676)
```

KINDS OF CATALOG CARDS

There are three different kinds of catalog cards.

1. author card
2. title card
3. subject card

Each print material and nonprint material in the Library has its own set of catalog cards. The card represents the item.



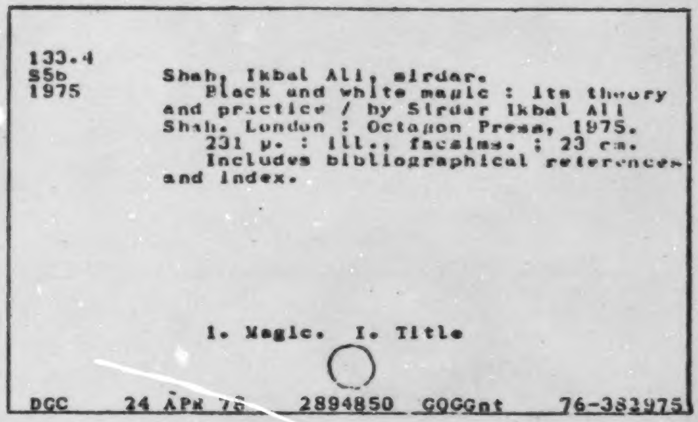
Each item has:

- a. one or more author cards (one card for each author of the item)
- b. one title card
- c. one or more subject cards (one card for each subject related to the item)

Essentially the same information is on each card.

On the following page, there are the three kinds of catalog cards for ONE item in the Library.

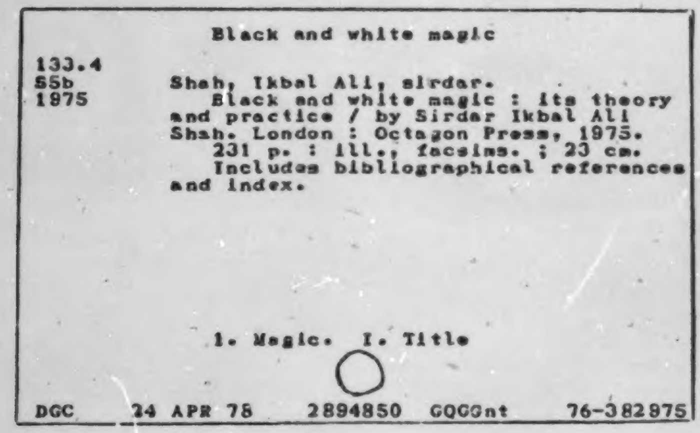
Author Card →


133.4
S5b
1975

Shah, Ikbal Ali, sirdar.
Black and white magic : its theory and practice / by Sirdar Ikbal Ali Shah. London : Octagon Press, 1975.
231 p. : ill., facsims. ; 23 cm.
Includes bibliographical references and index.

1. Magic. I. Title

DGC 24 APR 78 2894850 GQGGnt 76-382975


Black and white magic

133.4
S5b
1975

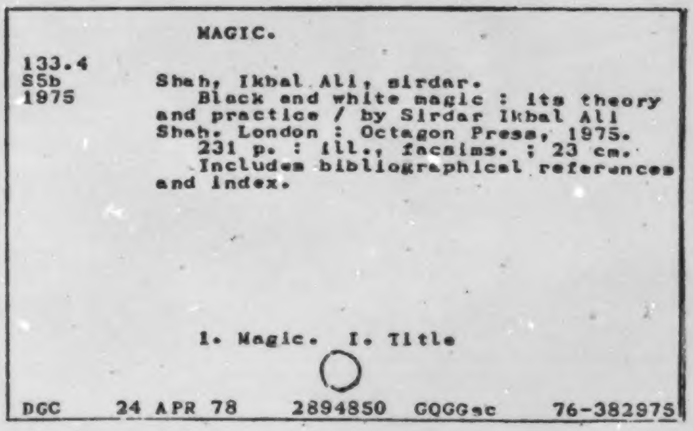
Shah, Ikbal Ali, sirdar.
Black and white magic : its theory and practice / by Sirdar Ikbal Ali Shah. London : Octagon Press, 1975.
231 p. : ill., facsims. ; 23 cm.
Includes bibliographical references and index.

1. Magic. I. Title

DGC 24 APR 78 2894850 GQGGnt 76-382975

← Title Card

Subject Card →


MAGIC.

133.4
S5b
1975

Shah, Ikbal Ali, sirdar.
Black and white magic : its theory and practice / by Sirdar Ikbal Ali Shah. London : Octagon Press, 1975.
231 p. : ill., facsims. ; 23 cm.
Includes bibliographical references and index.

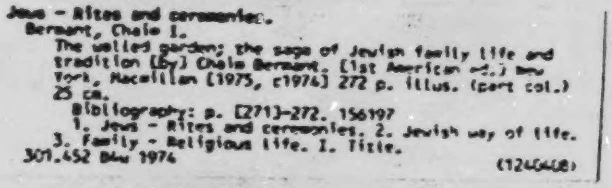
1. Magic. I. Title

DGC 24 APR 78 2894850 GQGGsc 76-382975

YOU SHOULD LEARN TO IDENTIFY EACH KIND OF CATALOG CARD.

PRACTICE QUESTIONS: COM AND CARD CATALOG
(LIBRARY UNIT IA - 1)

1. Look carefully at the COM entry below:



Jews - Rites and ceremonies.
Bermant, Chaim I.
The walled garden; the saga of Jewish family life and
tradition [by] Chaim Bermant. [1st American ed.] New
York, Macmillan [1975, c1974] 272 p. illus. (part col.)
25 cm.
Bibliography: p. [271]-272. 156197
1. Jews - Rites and ceremonies. 2. Jewish way of life.
3. Family - Religious life. I. Title.
301.452 B4w 1974 (1240408)

   a. Which kind of COM entry is it? (Circle one)

   author entry *title entry* *subject entry*

   b. Who wrote the item?

   answer: ______________________________

   c. What is the call number of the item?

   answer: ______________________________

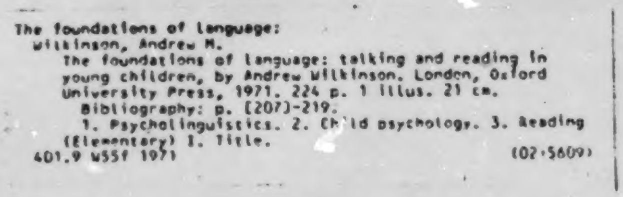
   d. Write the information that you find in the collation.

   answer: ______________________________

   e. What is the publication date?

   answer: ______________________________

2. Look carefully at the COM entry below:



The foundations of language:
Wilkinson, Andrew M.
The foundations of language: talking and reading in
young children, by Andrew Wilkinson. London, Oxford
University Press, 1971. 224 p. 1 illus. 21 cm.
Bibliography: p. [207]-219.
1. Psycholinguistics. 2. Child psychology. 3. Reading
(Elementary) I. Title.
401.9 W55f 1971 (02-5609)

Which kind of COM entry is it? (Circle one)

author entry *title entry* *subject entry*

3. Look carefully at the catalog card below.

SERENGETI NATIONAL PARK.

333.95
H391
1977

Hayes, Harold T. P.
The last place on earth / Harold T. P. Hayes. New York : Stein and Day, 1977.
287 p. ; 24 cm.

1. Wildlife conservation--Tanzania--Serengeti National Park. 2. Serengeti National Park. I. Title

DGC 09 MAY 78 2202511 GQGGsc 76-15562

a. Which kind of catalog card is it? (Circle one)

Title card *subject card* *author card*

b. What is the title of the item?

answer: ______________________

c. Who wrote the item?

answer: ______________________

d. What is the call number?

answer: ______________________

ANSWERS:

1. a. subject entry
   b. Chaim I. Bermant
   c. 301.452 B4w 1974
   d. 272p. illus. (part col.)
   e. 1975, c.1974
2. title entry
3. a. subject card
   b. the last place on Earth
   c. Harold T.P. Hayes
   d. 333.95
      H391
      1977

THE AUTHOR/TITLE CATALOGS

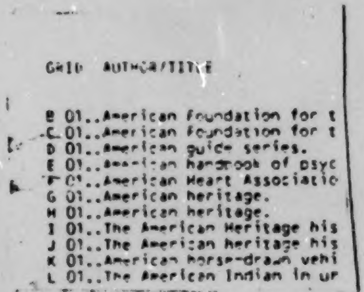
A. COM CATALOG:

You should use the author/title COM catalog when you know the author's complete name or the exact title of an item.

Rules to remember:

1. There is an index at the bottom right corner of every microfiche. The index is a guide to the frame you need to use.

For example:



GRID AUTHOR/TITLE

B 01..American Foundation for t
C 01..American Foundation for t
D 01..American guide series.
E 01..American handbook of psyc
F 01..American Heart Associatio
G 01..American heritage.
H 01..American heritage.
I 01..The American Heritage his
J 01..The American heritage his
K 01..American horse-drawn vehi
L 01..The American Indian in ur

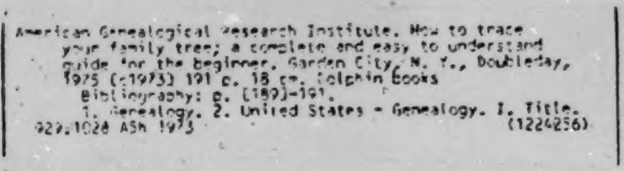
2. The entries are arranged alphabetically, word by word.

For example:

American Government and the public policy
American graphic art
American Guidance Service

3. Authors' names can also be groups, associations, societies, etc.

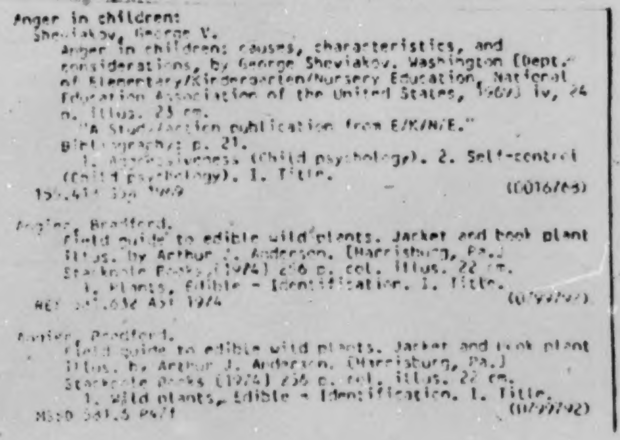
For example:



American Genealogical Research Institute. How to trace
your family tree; a complete and easy to understand
guide for the beginner. Garden City, N. Y., Doubleday,
1975 [c1973] 191 p. 18 cm. Dolphin Books
Bibliography: p. [189]-191.
1. Genealogy. 2. United States - Genealogy. I. Title.
929.1028 ASh 1973 (1224256)

4. Author and title entries are filed together.

For example:



Anger in children:
Sheviakov, George V.
Anger in children: causes, characteristics, and
considerations, by George Sheviakov. Washington [Dept.
of Elementary/Kindergarten/Nursery Education, National
Education Association of the United States, 1969] iv, 24
p. illus. 23 cm.
"A Study/action publication from E/K/N/E."
Bibliography: p. 21.
1. Aggressiveness (Child psychology). 2. Self-control
(Child psychology). I. Title.
[illegible] (C016763)

Angier, Bradford.
Field guide to edible wild plants. Jacket and book plant
illus. by Arthur J. Anderson. [Harrisburg, Pa.]
Stackpole Books, [1974] 256 p. col. illus. 22 cm.
1. Plants, Edible - Identification. I. Title.
REF [illegible].632 A[illegible] 1974 ([illegible])

Angier, Bradford.
Field guide to edible wild plants. Jacket and book plant
illus. by Arthur J. Anderson. [Harrisburg, Pa.]
Stackpole Books [1974] 256 p. col. illus. 22 cm.
1. Wild plants, Edible - Identification. I. Title.
[illegible] 581.5 [illegible] ([illegible])

5. When "the," "a" or "an" is the first word of the title, Do not use it. You should use the second word to find your entry.

6. Abbreviations are filed as if they are words. They are not spelled out.

For example:

Dozier, Thomas A.
Dr. Bill Rice, I Like You!
Drabble, Margaret

7. Numbers and dates in the title.

When the title of an item begins with a number or a date, the entry is listed on the first microfiche in numerical order.

Titles beginning with numbers and dates are the first entries listed in the author/title COM Catalog.

For example:

```
C 01

10 years of research at the Institute for Research on
Exceptional Children, Univ
  Kirk, Samuel Alexander, 1904-
     10 years of research at the Institute for Research on
     Exceptional Children, University of Illinois, 1952-1962 /
     compiled by Samuel A. Kirk and Barbara D. Bateman.
     [Urbana] : [s. n.], 1964. 52 p. : 23 cm.
       Authors' names in reverse order in 1963 ed. Includes
     bibliographies.
       1. Exceptional children. 2. University of Illinois -
     Urbana-Champaign. Institute for Research on Exceptional
     Children. I. Title. II. Bateman, Barbara D
  371.9 K59t 1964                                    (1727991)

12 Americans.
  New York (City). Museum of Modern Art. 12 Americans,
     edited by Dorothy C. Miller, with statements by the
     artists and others. New York, Distributed by Simon and
     Schuster [1956] 95,[1] p. (chiefly illus. (part col.)
     ports.) 24 cm.
       "Catalog of the exhibition, May 29 through September 9,
     1956": p. 92-[96]
       1. Art, American - Exhibitions. I. Title. II. Miller,
     Dorothy Canning, 1904- ed.
  REF 709.73 N53t                                    (0510514)

12 short story writers.
  Marx, Paul, 1930- comp.
     12 short story writers. New York, Holt, Rinehart, and
     Winston [c1970] xi, 451 p. 21 cm.
       Contains several short stories by each of the 12
     writers. CONTENTS: Guy de Maupassant.--Anton Chekhov.--
     Sherwood Anderson.--James Joyce.--D. H. Lawrence.--
     Katherine Mansfield.--Katherine Anne Porter.--William
     Faulkner.--Frank O'Connor.--Eudora Welty.--Flannery
     O'Connor.--John Updike.
       1. Short stories. I. Title.
  808.831 M3t 1970                                   (0058918)
```

8. When the title begins with initials, the entry is listed in alphabetical order with words beginning with those letters.

For example:

Acronyms and initialisms
ACT research report
Action reading kits

YOU SHOULD LEARN THESE FILING RULES.

B. THE CARD CATALOG:

Rules to remember:

Some of the rules for the card catalog are different from the COM Catalog. Below are rules that are different in the card catalog.

1. Abbreviations are spelled out.

   For example:

   Dr. → *Doctor*
   Mr. → *Mister*
   St. → *Saint*
   U.S. → *United States*

2. Numbers and dates in the titles are spelled out.

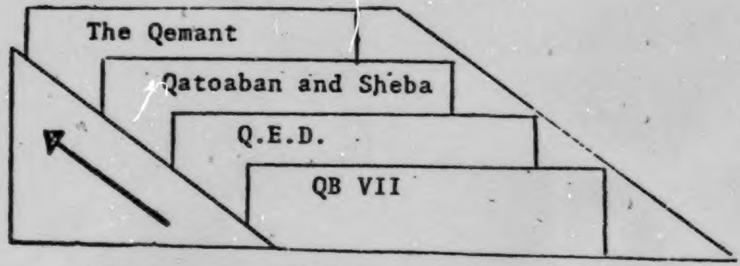
   For example:

   100 Blows → *One Hundred Blows*
   1,956 → *One Thousand Nine-Hundred Fifty Six*
   1812 Overture → *Eighteen Twelve Overture*

3. When titles begin with initials, they are filed before all titles and authors with the same beginning letter.

   Correct order sample:

   In the sample below the titles QBVII and Q.E.D. are filed before the word (title) Qatoaban.



Titles that are initials or that begin with initials do not always have periods (.) after the initial.

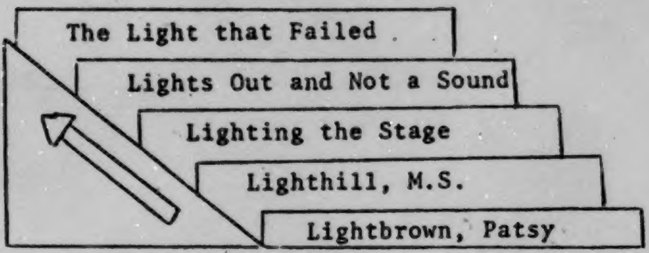
For example: QB VII

YOU SHOULD LEARN TO USE THESE FILING RULES.

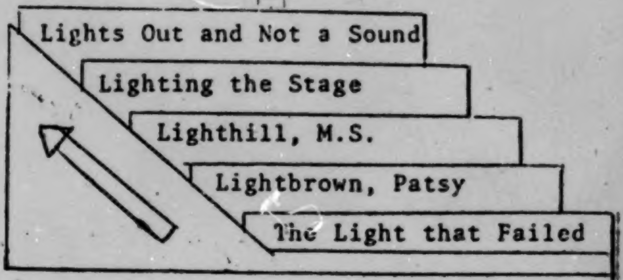
PRACTICE QUESTIONS: AUTHOR/TITLE COM CATALOG
(LIBRARY UNIT IA -2)

1. Which group below shows the correct use of the filing rules?

Group A


The Light that Failed
Lights Out and Not a Sound
Lighting the Stage
Lighthill, M.S.
Lightbrown, Patsy

Group B


Lights Out and Not a Sound
Lighting the Stage
Lighthill, M.S.
Lightbrown, Patsy
The Light that Failed

2. Find the author Ida Macalpine ______ in the COM catalog. What is the title of the item?

answer: ____

3. T.A. for tots ______________ is the title of a book which the Library owns. What is the author's name?

answer: ____

4. Soundbarrier, a conference on the problems of deaf people is the title of an item in the Library. What is the author's name?

answer: ____

5. Walter Perry ______________ is the author of an item which the Library owns. The title is The Open University. What is the call number?

answer: ____

Answers:
1. Group B
2. George III and the Mad Business
3. Alvyn M. Freed
4. M. J. Underwood
5. 378.42 P40 1977

THE SUBJECT CARD CATALOG

You should use the subject catalogs when you know the subject. The cards or entries in the subject catalogs will list most of the cataloged items in the Library on a particular subject. A subject can be a person, place, thing, or idea.

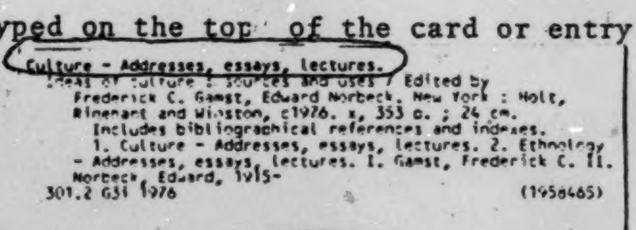
For example:

person →	*Nathaniel Hawthorne*
place →	*Washington, D.C.*
thing →	*lie detector*
idea →	*drug abuse* *dreams* *cooperation*

RULES TO REMEMBER:

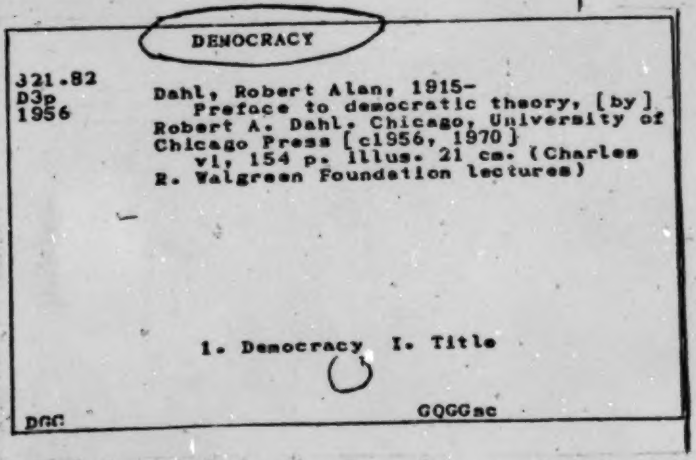
1. Subjects are typed on the top of the card or entry.

COM entry:



Culture - Addresses, essays, lectures.
Ideas of culture : sources and uses / Edited by Frederick C. Gamst, Edward Norbeck. New York : Holt, Rinehart and Winston, c1976. x, 353 p. ; 24 cm.
Includes bibliographical references and indexes.
1. Culture - Addresses, essays, lectures. 2. Ethnology - Addresses, essays, lectures. I. Gamst, Frederick C. II. Norbeck, Edward, 1915-
301.2 G31 1976 (1958465)

Card catalog:



DEMOCRACY

321.82
D3p
1956

Dahl, Robert Alan, 1915-
Preface to democratic theory, [by] Robert A. Dahl. Chicago, University of Chicago Press [c1956, 1970]
vi, 154 p. illus. 21 cm. (Charles R. Walgreen Foundation lectures)

1. Democracy I. Title

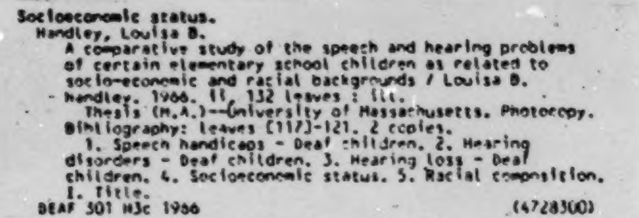
DGC GQGGsc

2. The cards are arranged in alphabetical order word by word.

YOU SHOULD LEARN THESE RULES.

PRACTICE QUESTIONS: SUBJECT COM CATALOG
LIBRARY UNIT IA - 3)

1. Look carefully at the COM entry below.



Socioeconomic status.
Handley, Louisa B.
A comparative study of the speech and hearing problems of certain elementary school children as related to socio-economic and racial backgrounds / Louisa B. Handley. 1966. ii, 132 leaves : ill.
Thesis (M.A.)--University of Massachusetts. Photocopy.
Bibliography: leaves [117]-121. 2 copies.
1. Speech handicaps - Deaf children. 2. Hearing disorders - Deaf children. 3. Hearing loss - Deaf children. 4. Socioeconomic status. 5. Racial composition. I. Title.
DEAF 301 H3c 1966 (4728300)

What is the subject of the entry?

answer: ______________________________

2. Look for the subject Handball in the Subject COM Catalog. Who is the author of the first item listed?

answer: ______________________________

3. Look for the subject Journalism-Handbooks, Manuals, etc. in the Subject COM Catalog. What is the title of the first item listed?

answer: ______________________________

4. Look for the subject Youth - Diseases in the Subject COM Catalog. What is the publication date of the first item listed?

answer: ______________________________

Answers:
1. socioeconomic status
2. George J. Zafferano
3. The Associated Press Stylebook and Libel Manual.
4. 1975.

"SEE" AND "SEE ALSO" CARDS

There are two kinds of special catalog cards in the Card Catalogs.

1. "see" reference cards
2. "see also" reference cards

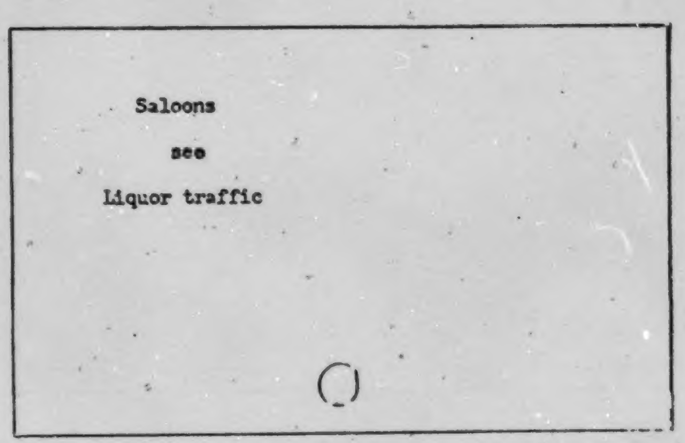
The "see" and "see also" references are not in the COM Catalog.

"SEE" REFERENCE CARD

A "see" reference card tells you that:

1. You CANNOT use your choice of the subject. The card will tell you the correct subject to use.

   For example:



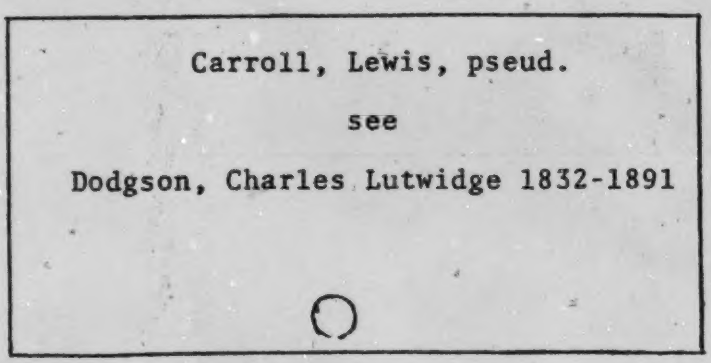
Saloons

see

Liquor traffic

2. You CANNOT use that author's name. The card will tell you the correct author's name to use.

   For example:



Carroll, Lewis, pseud.

see

Dodgson, Charles Lutwidge 1832-1891

"SEE ALSO" REFERENCE CARD

A "see also" reference catalog card tells you the following:

1. Where in the Library you can find more information on your subject.

   For example:

   Delinquents

   see also

   Vertical file on deafness

2. What other subjects you can use to find information.

   For example:

   Feminism

   see also

   Women's Liberation Movement

YOU SHOULD LEARN TO IDENTIFY "SEE" AND "SEE ALSO" CARDS.

PRACTICE QUESTIONS FOR "SEE" AND "SEE ALSO" CARDS
(LIBRARY UNIT IA - 4)

1. Find the subject forests and forestry in the Subject Card Catalog. You find a "see also" reference card. Look at the card. Where can you find more information on the subject?

   answer: ____________________

2. Look for the subject odontography . You find a "see" reference card. What subject does the Library use?

   answer: ____________________

3. Find the subject pacifism in the Subject Card Catalog. You find a "see also" reference card. Look at the card. What other subjects can you use?

   answer: ____________________

4. Find the author Mark Twain in the Author/Title Card Catalog. You find a "see" reference card. Look at the card. What is the author's name that the Library uses?

   answer: ____________________

Answers: 1. Vertical File or General Vertical File.
2. teeth
3. Evil, Non-resistance to, Non-violence
4. Samuel Langhorne Clemens

REVIEW
LIBRARY UNIT I: BOOKLET A

On page 1 there are 5 learning objectives for Library Unit I: Booklet A. You will need to meet these objectives before you take Unit IA test. You must take the Unit IA test before you begin Library Unit I: Booklet B.

Turn to Page 1.

Can you do each objective? Check to be sure.

Complete the checklist below.

CHECKLIST

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____
can you do objective 3?	_____	_____	_____
Can you do objective 4?	_____	_____	_____
Can you do objective 5?	_____	_____	_____

When you check "YES" for every objective, you are ready for Unit IA test card.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT I: BOOKLET A

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet.
(Use the table below to find the appropriate section).
Read the section again VERY CAREFULLY.
Do the Practice questions.

TABLE

Learning objectives	Booklet pages	Practice exercises
objective 1	2 - 10	11 - 12
objective 2	2, 13 - 15	16
objective 3	2, 13 - 15	16
objective 4	2, 17	18
objective 5	19 - 20	21

2. Ask for more practice questions on the objective
3. Ask the Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ____________________ Your teacher's name ____________________

LIBRARY UNIT I - ORIENTATION TO THE LIBRARY

BOOKLET B: FINDING MATERIALS

The Library Skills Pretest showed that you cannot find materials in the Library. This booklet has the necessary information and practice exercises to help you find materials.

Here are your learning objectives:

1. You will find a book on the shelf when you know the call number.
2. You will find a non-print item on the shelf when you know the call number.

When you finish this booklet, you should be able to do all of your learning objectives.

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Prepared by C. Burnelle McIntyre

FINDING MATERIALS

Most of the circulating materials in the Library are located on the upper level (Level II) or in the Media Room (Lower Level). Most of the non-circulating materials are located on the main floor (Level I).

The call number tells you where to find the item in the Library.

Follow these steps:

1. *Copy the complete call number*

   For example:

945 M97c 1976	not	945 M97c	or	945

2. *Look for an abbreviation or word at the beginning of the call number. There is a sign near both catalogs. You can find the meaning of the abbreviations on the sign.*

   For example:

DEAF 155.4 E9 1968	or	R 659 C35h

3. *Go to the correct area in the Library.*

4. *Match the call number to the item on the shelf. Each item has a call number on it.*

   The items on the shelf are arranged by numbers. When you have the number 362.85, look for the whole number first.

   For example: 362

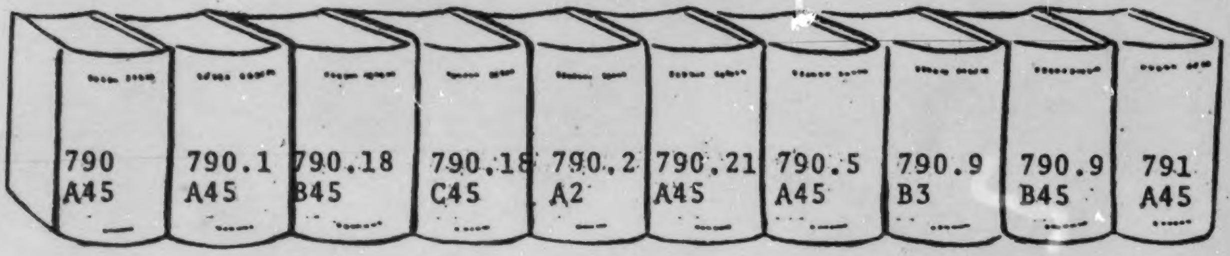
Then look for the decimal number.

For example: .85

REMEMBER .9 is larger than .85.

Look at the correct sample call number order below to understand the order.

Correct Order on a Shelf:


790
A45
790.1
A45
790.18
B45
790.18
C45
790.2
A2
790.21
A45
790.5
A45
790.9
B3
790.9
B45
791
A45

YOU SHOULD LEARN THE STEPS AND THE CORRECT CALL NUMBER ORDER.

MATERIALS NOT ON THE SHELF

When you cannot find the item on the shelf, you should:

a. Check to see if someone else has checked it out (Check Out Desk).
b. Check the reshelving shelves near the Check Out Desk.

HOW TO CHECK OUT MATERIALS

Most items in the Library can be checked out. Some items cannot.

Some items which can be checked out → *Items on Level II*
Deaf Collection items
Records

Some items which cannot be checked out → *Periodicals*
Reference Collection items

Follow these steps to check out a library item.

1. Look for this statement on the item.
   - *TO BE USED IN THE LIBRARY*
   - *DOES NOT CIRCULATE*

   This means you cannot take the item out of the Library.

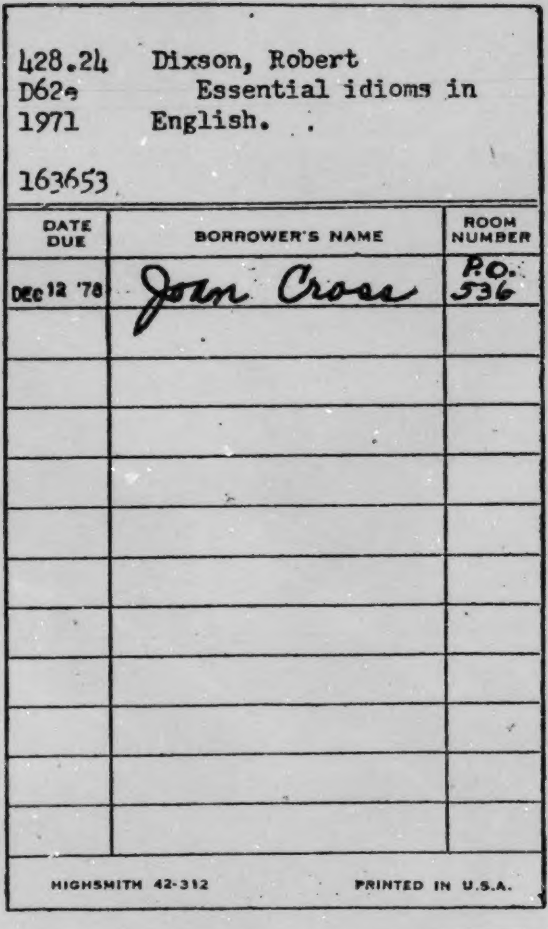
2. When Step #1 (above) is not there, bring the item and your identification card (ID Card) to the appropriate check-out desk.

   print materials → *Main Level Check Out Desk*

   non-print materials → *Lower Level Check Out Desk (Media Room)*

3. *Fill out the check out card. This card is in the pocket on the item.*

   Sample:



428.24 Dixson, Robert
D62e Essential idioms in
1971 English.

163653

DATE DUE	BORROWER'S NAME	ROOM NUMBER
DEC 12 '78	John Cross	P.O. 536

HIGHSMITH 42-312 PRINTED IN U.S.A.

YOU SHOULD LEARN THESE STEPS AND THE CORRECT WAY TO FILL OUT A CHECK OUT CARD.

PRACTICE QUESTIONS: FINDING MATERIALS
(LIBRARY UNIT IB-1)

1. Put these call numbers in order. Write the numbers 1, 2, 3, etc. in the space provided.

133	133	134	133.76	133.9	133.82	134	133.8
D4	C56	E3	S25	S2	S2	E28	S25
___	___	___	_____	____	_____	____	_____

2. Look at the two (2) call numbers below.

825.75	825.9
E60	E60
1977	1977

Which one would be shelved first? (Write the call number).

____

3. Where in the Library would you first look for an item with the following call number? Circle correct answer.

Reference
031
E56
1974

a. Levels with books 031

b. On reference shelves

c. On the shelf beginning with 0

4. Look at the call number below.

Media
372.37
C6
1976

Find the item on the shelf. What is the title of the item?

____

5. Look at the call number below.

150.195
C6e
1970

Find the item on the shelf. What is the title of the item?

____

Answers: 1. The correct order is:

133	133	133.76	133.8	133.82	133.9	134	134
C56	D4	S25	S25	S2	S2	E28	E3

2. 825.75
E60
1977
3. on the Reference shelves (b)
4. Consumer Skills: Shopping for Health Care
5. Erik H. Erikson: The Growth of His Work

REVIEW
LIBRARY UNIT I: BOOKLET B

On page 1 there are two learning objectives for Library Unit I: Booklet B. You will need to meet these objectives before taking the Unit IB test. You must take the Unit IB test before you begin Library Unit II: Booklet A.

Turn to Page 1.

Can you do each objective? Check to be sure

Complete the checklist below.

Checklist

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____

When you check "YES" for every objective, you are ready for Unit I B test.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT I: BOOKLET B

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet. (Use the table below to find the appropriate section).

   Read the section again VERY CAREFULLY.
   Do the practice questions

Table

Learning objectives	Booklet pages	Practice questions
objective 1	2 - 4	5 - 6
objective 2	2 - 4	5 - 6

2. Ask for more practice questions on the objective.
3. Ask the Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ______________________ Your teacher's name ______________

LIBRARY UNIT II - REFERENCE BOOKS
BOOKLET A: THE DICTIONARY

The Library Skills Pretest showed that you cannot use a dictionary well. This booklet has the necessary information and practice exercises to help you use a dictionary.

Here are your learning objectives:

1. You will locate a word in a dictionary.
2. You will identify and know the meaning of the (a) syllabication, (b) parts of speech, (c) derivation, and (d) definition.

When you finish this booklet, you should be able to do all of your learning objectives.

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Prepared by C. Burnelle Mc Intyre

A DICTIONARY

A dictionary is a book which lists words in alphabetical order. The meaning for each word is given as well as the:

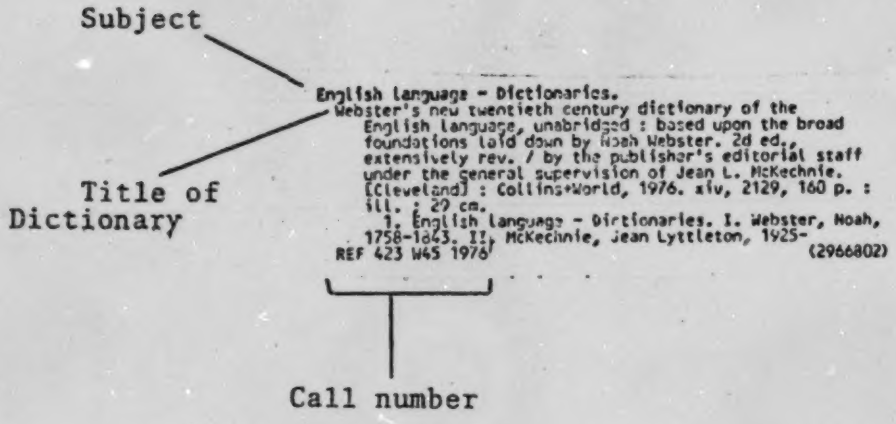
1. *correct spelling*
2. *syllabication (word division)*
3. *pronunciation (how to say the word)*
4. *part of speech: how the word is used in the English language (noun, verb, adjective, adverb, etc.). Some words may be used as more than one part of speech.*
5. *derivation (from what language the word originally came; its origin).*
6. *definition of the word - some words may have more than one definition.*

YOU SHOULD LEARN THE PARTS LISTED UNDER EACH WORD IN A DICTIONARY.

FINDING DICTIONARIES

There are two dictionaries on the tables behind the Information Desk. Also you can look in the COM catalog under: English language - Dictionaries.

COM Subject Catalog



English language - Dictionaries.
Webster's new twentieth century dictionary of the English language, unabridged : based upon the broad foundations laid down by Noah Webster. 2d ed., extensively rev. / by the publisher's editorial staff under the general supervision of Jean L. McKechnie. [Cleveland] : Collins+World, 1976. xiv, 2129, 160 p. : ill. ; 29 cm.
1. English language - Dictionaries. I. Webster, Noah, 1758-1843. II. McKechnie, Jean Lyttleton, 1925-
REF 423 W45 1976 (2966802)

YOU SHOULD LEARN HOW TO FIND DICTIONARIES.

HOW TO USE A DICTIONARY

A dictionary is very easy to use. Most dictionaries are only one book (volume).

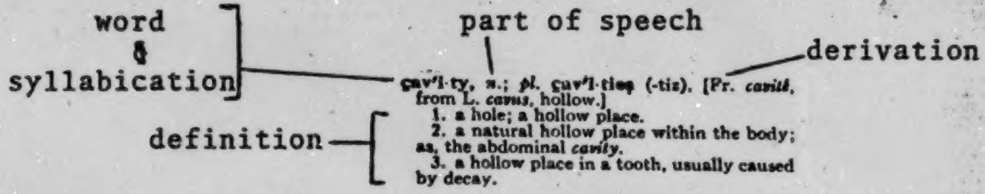
Follow these steps for using a dictionary.

1. *Find a dictionary.*

2. *Look for your word in alphabetical order in the dictionary.*

When you are not sure about the correct spelling of a word, you can try different spellings, say the word to yourself or ask a Reference Librarian.

Example from a Dictionary:

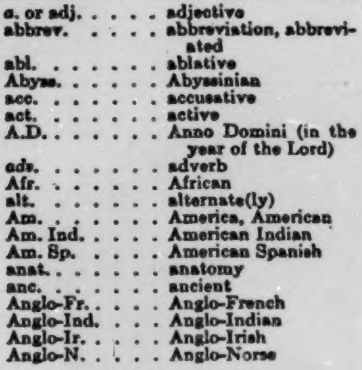


cav'i·ty, *n.*; *pl.* **cav'i·ties** (-tiz). [Fr. *cavité*, from L. *cavus*, hollow.]
1. a hole; a hollow place.
2. a natural hollow place within the body; as, the abdominal *cavity*.
3. a hollow place in a tooth, usually caused by decay.

Abbreviations:

Dictionaries use many abbreviations and shortened words. There is a list of abbreviatons and their meaning in the *front* of the dictionary.

Example of the list of Abbreviations:



a. or adj.	adjective
abbrev.	abbreviation, abbreviated
abl.	ablative
Abyss.	Abyssinian
acc.	accusative
act.	active
A.D.	Anno Domini (in the year of the Lord)
adv.	adverb
Afr.	African
alt.	alternate(ly)
Am.	America, American
Am. Ind.	American Indian
Am. Sp.	American Spanish
anat.	anatomy
anc.	ancient
Anglo-Fr.	Anglo-French
Anglo-Ind.	Anglo-Indian
Anglo-Ir.	Anglo-Irish
Anglo-N.	Anglo-Norse

YOU SHOULD LEARN HOW TO USE A DICTIONARY.

PRACTICE QUESTIONS: THE DICTIONARY
(LIBRARY UNIT II A-1)

1. Look up the word tonometer in a dictionary.

   a. What is the first syllable?

   answer: ______________________________

   b. How many syllables does this word have?

   answer: ______________________________

   c. Give one definition for this word.

   answer: ______________________________

   ____

2. a. Look up the word soidisant in a dictionary. What is the part of speech of this word?

   answer: ______________________________

   ____

   b. What is the pronunciation of this word?

   answer: ______________________________

3. Look up the word distress in a dictionary. What does the word mean? Write one definition.

   answer: ______________________________

   ____

4. Look up these abbreviations in a dictionary. What do they mean?

   a. Amer answer ______________

   b. Gk answer ______________

   c. adv answer ______________

   d. lit answer ______________

   e. ME answer ______________

Answers: 1. a. to
b. 4
c. An instrument or device for determining the exact pitch or vibration rate of tones; an instrument for measuring tension (as of the eyeball) or pressure (as of blood or a gas); a device for measuring vapor pressure.
2. a. adj.
b. swȧdēzä
3. The act or remedy of distraining: the seizure and detention of the goods of another by way of pledge for the preparation of an injury or the performance of a duty.
4. a. America, American
b. Greek
c. adverb
d. literal, literally, literary
e. Middle English

REVIEW
LIBRARY UNIT II: BOOKLET A

On page 1 there are two learning objectives for Library Unit II: Booklet A. You will need to meet these objectives before taking the Unit IIA test. You must take the Unit IIA test before you begin Library Unit II: Booklet B.

Turn to Page 1.

Can you do each objective? Check to be sure.

Complete the checklist below.

Checklist

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____

When you check "YES" for every objective, you are ready for Unit IIA test.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT II: BOOKLET A

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet. (Use the table below to find the appropriate section).

   Read the section again very carefully.
   Do the practice questions.

Table

Learning objectives	Booklet pages	Practice questions
objective 1	2 - 3	4,5
objective 2	2 - 3	4,5

2. Ask for more practice questions on the objective.
3. Ask the Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ____________________ Your teacher's name ________________

LIBRARY UNIT II - REFERENCE BOOKS
BOOKLET B: ENCYCLOPEDIAS

The Library Skills Pretest showed that you cannot use encyclopedias. This booklet has the necessary information and practice exercises to help you to use encyclopedias correctly.

Here are your learning objectives:

1. You will find a subject in an encyclopedia index.
2. You will locate a specific article in an encyclopedia.
3. You will identify the bibliography of a specific article in an encyclopedia.

When you finish this booklet, you should be able to do all of your learning objectives.

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Prepared by C. Burnelle McIntyre

THE ENCYCLOPEDIA

An encyclopedia gives you general information about different topics (person, place or thing). The general encyclopedias are located in the Reference Collection. They are located across (opposite) the General Vertical File on the Main Floor.

An encyclopedia will → a. *contain pictures and charts*

b. *sometimes contain a bibliography (list of other books and magazine articles) at the end of the article.*

An encyclopedia will not → a. *give you new information about a topic.*

b. *give you different opinions about a topic.*

When you want general information on a topic, use an encyclopedia.

YOU SHOULD LEARN THE BASIC MEANING OF AN ENCYCLOPEDIA AND ITS CONTENTS.

ENCYCLOPEDIA AMERICANA

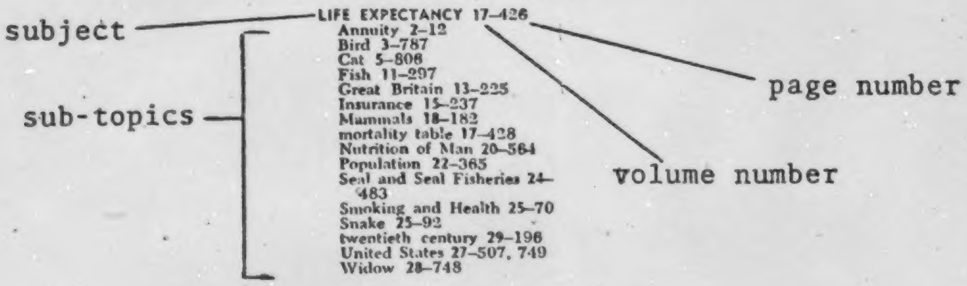
Call Number: R
031
E56
1974

The Encyclopedia Americana contains articles on general topics. The encyclopedia is divided into two parts:

a. *the articles*
b. *the index (subject): the index is a separate volume (book)*

1. When you want information on your topic, use the index first.

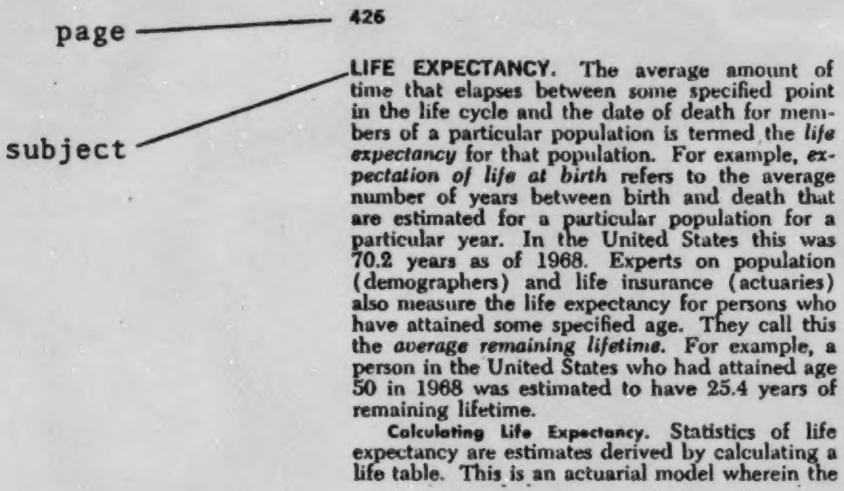
For example:



LIFE EXPECTANCY 17–426
Annuity 2–12
Bird 3–787
Cat 5–806
Fish 11–297
Great Britain 13–225
Insurance 15–237
Mammals 18–182
mortality table 17–428
Nutrition of Man 20–564
Population 22–365
Seal and Seal Fisheries 24–483
Smoking and Health 25–70
Snake 25–92
twentieth century 29–196
United States 27–507, 749
Widow 28–748

2. Look for the topic in the appropriate volume and page.

For example:

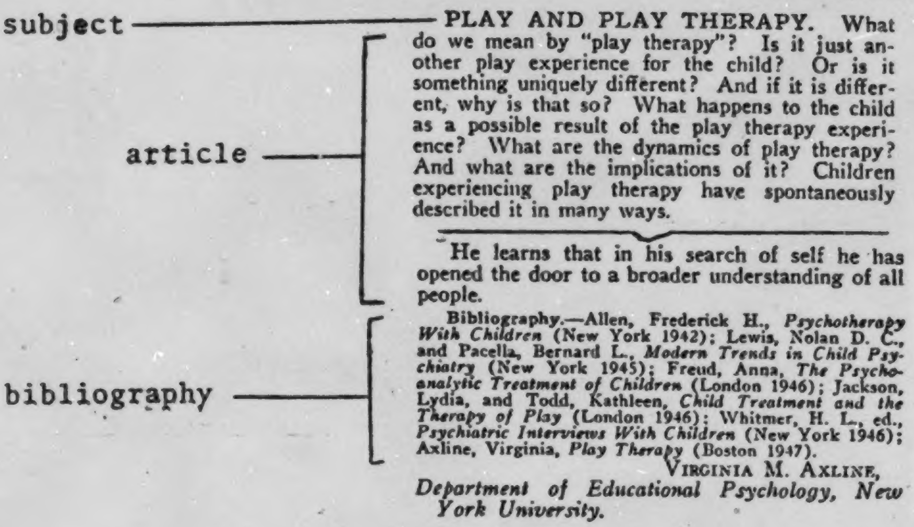

page
subject

426

LIFE EXPECTANCY. The average amount of time that elapses between some specified point in the life cycle and the date of death for members of a particular population is termed the *life expectancy* for that population. For example, *expectation of life at birth* refers to the average number of years between birth and death that are estimated for a particular population for a particular year. In the United States this was 70.2 years as of 1968. Experts on population (demographers) and life insurance (actuaries) also measure the life expectancy for persons who have attained some specified age. They call this the *average remaining lifetime.* For example, a person in the United States who had attained age 50 in 1968 was estimated to have 25.4 years of remaining lifetime.

Calculating Life Expectancy. Statistics of life expectancy are estimates derived by calculating a life table. This is an actuarial model wherein the

Some articles have a bibliography at the end of the article. When you want to find related books and articles on your topic, use the bibliography.


subject
article
bibliography

PLAY AND PLAY THERAPY. What do we mean by "play therapy"? Is it just another play experience for the child? Or is it something uniquely different? And if it is different, why is that so? What happens to the child as a possible result of the play therapy experience? What are the dynamics of play therapy? And what are the implications of it? Children experiencing play therapy have spontaneously described it in many ways.

He learns that in his search of self he has opened the door to a broader understanding of all people.

Bibliography.—Allen, Frederick H., *Psychotherapy With Children* (New York 1942); Lewis, Nolan D. C., and Pacella, Bernard L., *Modern Trends in Child Psychiatry* (New York 1945); Freud, Anna, *The Psychoanalytic Treatment of Children* (London 1946); Jackson, Lydia, and Todd, Kathleen, *Child Treatment and the Therapy of Play* (London 1946); Whitmer, H. L., ed., *Psychiatric Interviews With Children* (New York 1946); Axline, Virginia, *Play Therapy* (Boston 1947).

VIRGINIA M. AXLINE,
Department of Educational Psychology, New York University.

3. "See" reference: When you find a "see" reference in the index, you cannot use your topic. The "see" reference will tell you the topic you must use.

For example: Mandarin orange (bot.):see Tangerine

YOU SHOULD LEARN HOW TO USE THE ENCYCLOPEDIA AMERICANA.

PRACTICE QUESTIONS: ENCYCLOPEDIA AMERICANA
(LIBRARY UNIT II B - 1)

1. Look for the subject charcoal in the index of the Encyclopedia Americana.

   a. In what volume will you find the main article?

   answer: ______________________________

   b. On what page?

   answer: ______________________________

   c. What is the first sub-topic?

   answer: ______________________________

   d. On what page and in which volume will you find this subtopic?

   answer: ______________________________

2. Look for the subject showboat in the index of the Encyclopedia Americana. Find the first item listed in the bibliography.

   a. What is the author's name of the item?

   answer: ______________________________

   b. What is the year of publication of the item?

   answer: ______________________________

3. Look for the subject Amy Vanderbilt in the index of the Encyclopedia Americana.

   a. In what volume will you find an article on this topic?

   answer: ______________________________

   b. What is the page number of the article?

   answer: ______________________________

Answers:
1. a. volume 6
   b. page 292
   c. Black
   d. page 29; volume 4
2. a. Frank R. Donovan
   b. 1966
3. a. volume 10
   b. page 637

ENCYCLOPAEDIA BRITANNICA

Call Number: R
032
E56
1974

The Encyclopaedia Britannica is a general encyclopedia with information on all topics.

The Encyclopaedia Britannica is divided into three parts.

1. *propedia* -
   - a. *A guide explaining how to use the encyclopedia.*
   - b. *A general outline of the history of knowledge.*
   - c. *One volume.*
2. *micropedia and ready reference* -
   - a. *Contains the index to the articles.*
   - b. *Contains short articles on subjects which do not have longer articles in the macropedia.*
   - c. *Ten (10) volumes.*
3. *macropedia* -
   - a. *contains the longer articles on a topic*
   - b. *contains bibliographies at at the end of articles.*
   - c. *Twenty (20) volumes.*

YOU SHOULD LEARN THE THREE PARTS OF THE ENCYCLOPAEDIA BRITANNICA

Follow these steps for using this encyclopedia:

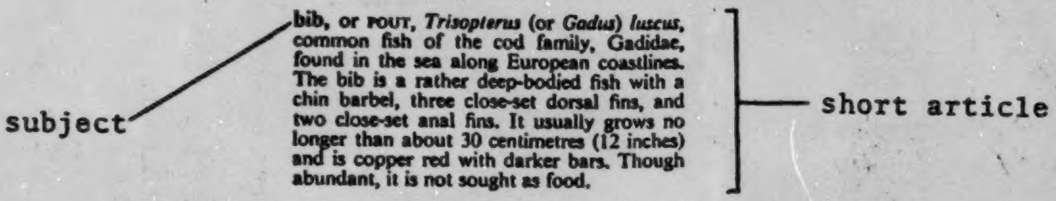
Step 1. When using the Encyclopaedia Britannica, you should use the *Micropedia and Ready Reference* part FIRST.

You will find three kinds of entries in the Micropedia and Ready Reference.

a. One entry will give you a short article on your topic.

It will not refer you to a volume number and page number in the macropedia (longer articles). Your only information on the topic is in the Micropedia and Ready Reference part.

For example:

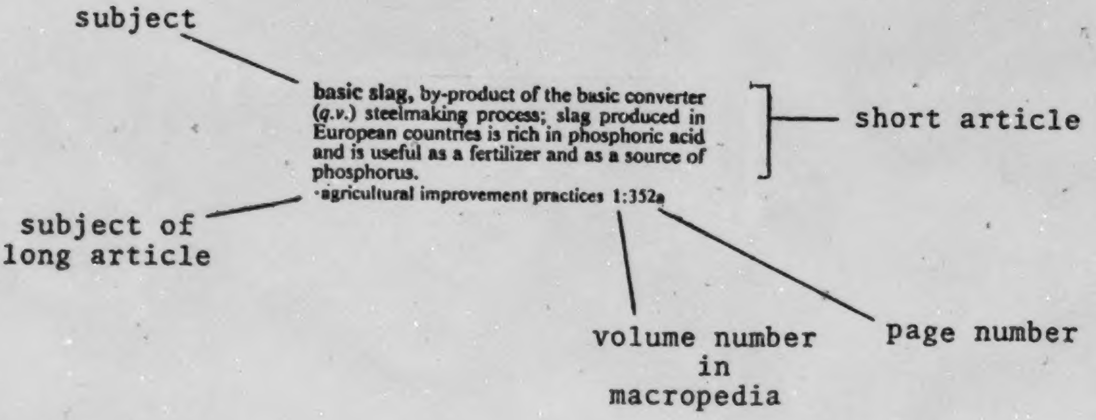


bib, or POUT, *Trisopterus* (or *Gadus*) *luscus,* common fish of the cod family, Gadidae, found in the sea along European coastlines. The bib is a rather deep-bodied fish with a chin barbel, three close-set dorsal fins, and two close-set anal fins. It usually grows no longer than about 30 centimetres (12 inches) and is copper red with darker bars. Though abundant, it is not sought as food.

b. One entry will give you a short article on your topic and a reference to some information in the Macropedia.

This information is part of a long article under a different topic heading.

For example:

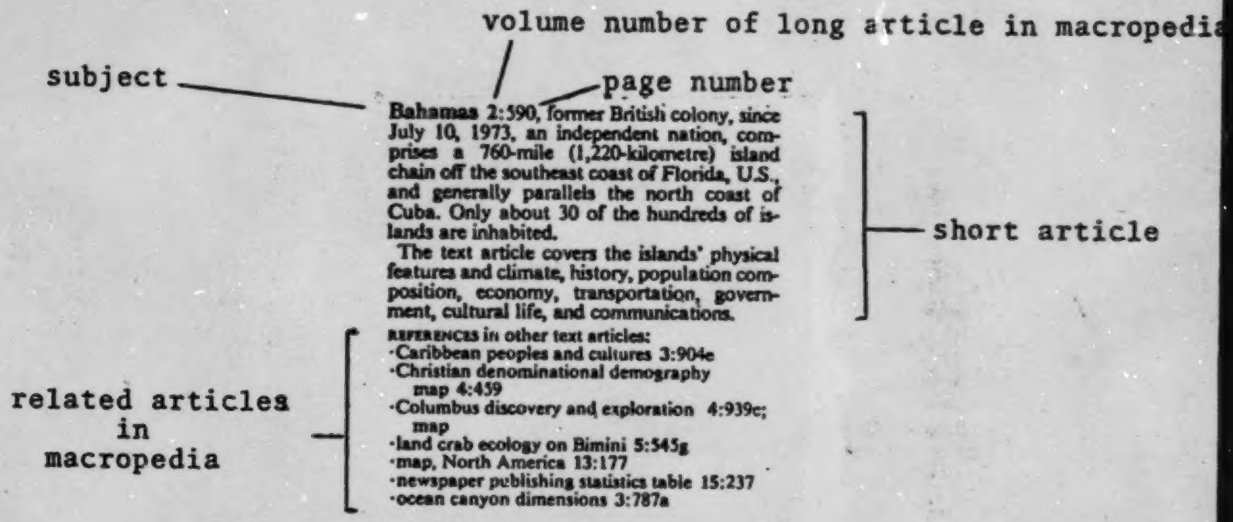


basic slag, by-product of the basic converter (*q.v.*) steelmaking process; slag produced in European countries is rich in phosphoric acid and is useful as a fertilizer and as a source of phosphorus.
·agricultural improvement practices 1:352a

subject
short article
subject of long article
volume number in macropedia
page number

c. One entry will give you a short article on your topic as well as a reference to a longer article and related shorter articles in the Macropedia.

For example:



volume number of long article in macropedi
subject
page number
short article
related articles in macropedia

Bahamas 2:590, former British colony, since July 10, 1973, an independent nation, comprises a 760-mile (1,220-kilometre) island chain off the southeast coast of Florida, U.S., and generally parallels the north coast of Cuba. Only about 30 of the hundreds of islands are inhabited.

The text article covers the islands' physical features and climate, history, population composition, economy, transportation, government, cultural life, and communications.

REFERENCES in other text articles:
- Caribbean peoples and cultures 3:904e
- Christian denominational demography map 4:459
- Columbus discovery and exploration 4:939c; map
- land crab ecology on Bimini 5:545g
- map, North America 13:177
- newspaper publishing statistics table 15:237
- ocean canyon dimensions 3:787a

You must use the Micropedia and Ready Reference part in order to find out which kind of entry is in the encyclopedia on your topic.

Step 2. When you have found your topic in the Micropedia and Ready Reference, look for a reference to a long article.

Find the long article in the Macropedia using the appropriate volume and page number.

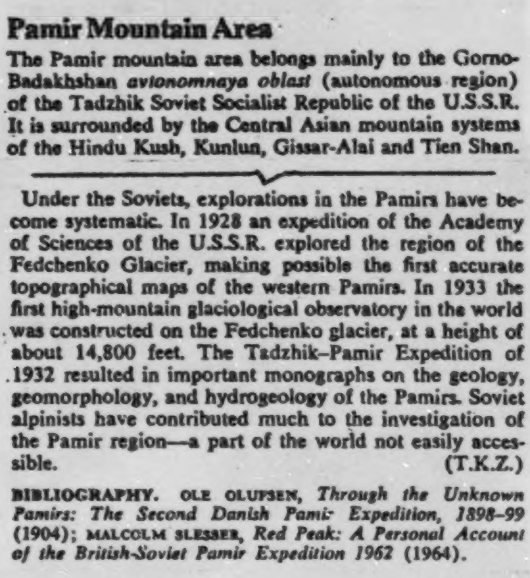
For example:

Micropedia and Ready Reference	Macropedia
Hanoi 8:628, capital of the Democratic Republic of Vietnam and former capital of French Indochina. Pop. (1960) city, 414,620; metropolitan area, 643,576. The text article covers Hanoi's history, a description of the contemporary city, the climate, planning, transportation, demography, education, health, and cultural and recreational life. 21°02' N, 105°51' E REFERENCES in other text articles: ·map, North Vietnam 19:134	628 **Hanoi** The capital of the Democratic Republic of Vietnam (see VIETNAM, NORTH), Hanoi is a deceptive city. Superficially, it retains even now the atmosphere and appearance of a sleepy, provincial French colonial capital, with wide tree-lined boulevards, the villas of former colonial administrators, and bicycles that move slowly and silently

Step 3. You may want to find more information on your topic. Look to see if there is a bibliography at the end of the article.

The items listed in the bibliography will help you to find even more information on your topic.

For example:



Pamir Mountain Area

The Pamir mountain area belongs mainly to the Gorno-Badakhshan *avtonomnaya oblast* (autonomous region) of the Tadzhik Soviet Socialist Republic of the U.S.S.R. It is surrounded by the Central Asian mountain systems of the Hindu Kush, Kunlun, Gissar-Alai and Tien Shan.

Under the Soviets, explorations in the Pamirs have become systematic. In 1928 an expedition of the Academy of Sciences of the U.S.S.R. explored the region of the Fedchenko Glacier, making possible the first accurate topographical maps of the western Pamirs. In 1933 the first high-mountain glaciological observatory in the world was constructed on the Fedchenko glacier, at a height of about 14,800 feet. The Tadzhik–Pamir Expedition of 1932 resulted in important monographs on the geology, geomorphology, and hydrogeology of the Pamirs. Soviet alpinists have contributed much to the investigation of the Pamir region—a part of the world not easily accessible. (T.K.Z.)

bibliography

BIBLIOGRAPHY. OLE OLUFSEN, *Through the Unknown Pamirs: The Second Danish Pamir Expedition, 1898–99* (1904); MALCOLM SLESSER, *Red Peak: A Personal Account of the British-Soviet Pamir Expedition 1962* (1964).

YOU SHOULD LEARN HOW TO USE THE ENCYCLOPAEDIA BRITANNICA.

PRACTICE QUESTIONS: ENCYCLOPAEDIA BRITANNICA
(LIBRARY UNIT II B - 2)

1. Look for the subject mamou in the micropedia of the Encyclopaedia Britannica.

   a. What is the number of the volume which contains the article?

   ____

   b. On what page? ______________

2. Look for the subject tobacco production in the micropedia of the Encyclopaedia Britannica.

   a. In which volume will you find the long article?

   ____

   b. What is the author's name that is listed in the first item in the bibliography.

   ____

3. Look for the subject soldier in the micropedia of the Encyclopaedia Britannica. You will find a reference to another subject.

   What is the subject that is used in the encyclopedia?

   ____

Answers: 1. a. volume 8
b. 467
2. a. 18
b. J.E. Brooks
3. Military Service

INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES

The International Encyclopedia of the Social Sciences has articles on social science topics. When you want general information on a topic specifically related to the social sciences, use this encyclopedia.

Some topics include:
- *anthropology*
  - *caste*
  - *ecology*
  - *family*
- *demography*
  - *census*
  - *genetics*
  - *population*
- *geography*
  - *land*
  - *landscape*
  - *region*
- *law*
  - *criminal law*
  - *justice*
  - *legal systems*
  - *police*
- *personality*
  - *aging*
  - *body image*
  - *dreams*

The call number for this encyclopedia is: R
303
I61

This encyclopedia is divided into two parts:

a. *the articles*
b. *subject index*

Follow these steps for using this encyclopedia:

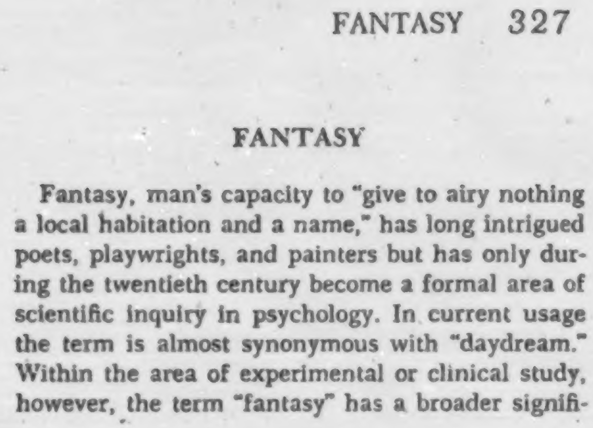
Step 1. Similar to other encyclopedias, you must use the index first. The index is the last volume in the set. Look for your subject in the index. The subjects are arranged in alphabetical order.

For example:

volume number
subject —— FANTASY 5:327-334 —— page
sub-topics —
achievement motivation 1:27
aesthetics 1:118
humor 7:3
neurosis 11:164

Step 2. Go to the appropriate volume and page to find the article.

For example:



FANTASY 327

FANTASY

Fantasy, man's capacity to "give to airy nothing a local habitation and a name," has long intrigued poets, playwrights, and painters but has only during the twentieth century become a formal area of scientific inquiry in psychology. In current usage the term is almost synonymous with "daydream." Within the area of experimental or clinical study, however, the term "fantasy" has a broader signifi-

YOU SHOULD LEARN TO USE THE INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES.

PRACTICE QUESTIONS: INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES

(LIBRARY UNIT IIB - 3)

1. Using the International Encyclopedia of the Social Sciences, look for the topic society.

   a. In what volume and on what pages will you find main article?

   answer: ______

   b. What is the first sentence of the article.

   answer: ______

   c. What is the title of the first item in the bibliography?

   amswer: ______

2. Look for the subject housing (rent) in the International Encyclopedia of the Social Sciences' index.

   a. On what page will you find the article?

   answer: ______

   b. In what volume will you find an article on this subject?

   answer: ______

Answers: 1. a. volume 14; page 577-586
b. The concept of society has been formulated in various ways in sociological thought.
c. The Functional Prerequisites of a Society
2. a. page 461
b. volume 13

McGRAW-HILL ENCYCLOPEDIA OF SCIENCE AND TECHNOLOGY

This encyclopedia focuses on the sciences. When you want general information on a science subject, use this encyclopedia.

Some of the subjects included are:

air
cell
hair
lead
star clusters
steel
vegetation management
vitamin A

The call number for this encyclopedia is: Ref.
503
M3
1977

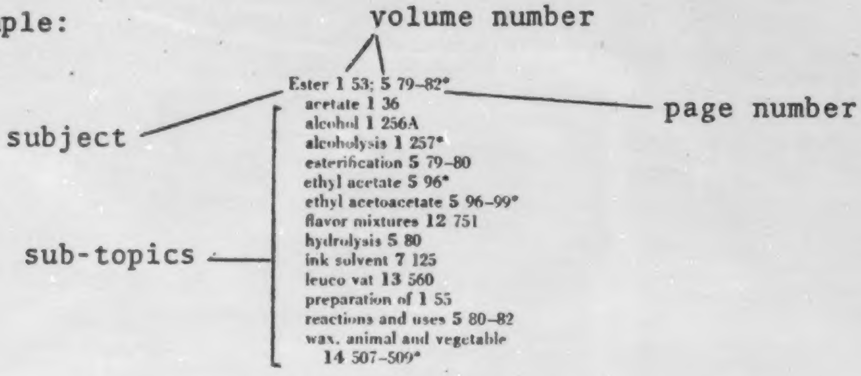
This encyclopedia is divided into two parts:

a. *the articles*
b. *the index by subject*

When you want to use this encyclopedia, follow these steps:

Step 1. Use the index first. The index is the last volume in the set of books. Look for your subject in the index. The index is arranged in alphabetical order.

For example:

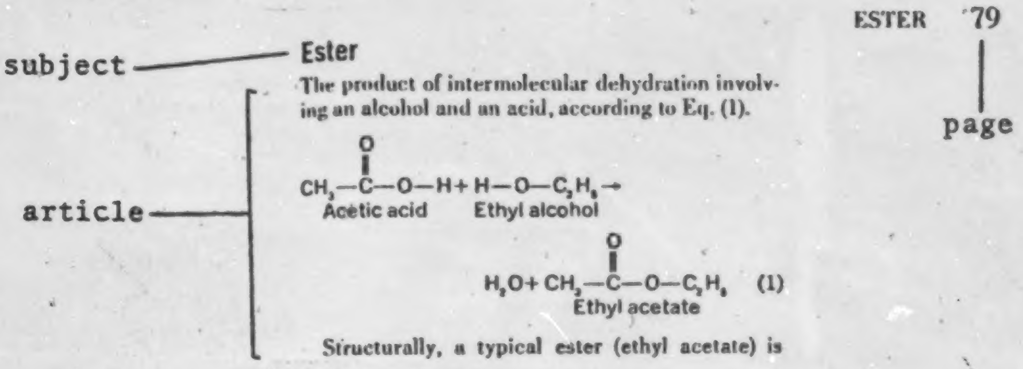


Ester 1 53; 5 79–82*
acetate 1 36
alcohol 1 256A
alcoholysis 1 257*
esterification 5 79–80
ethyl acetate 5 96*
ethyl acetoacetate 5 96–99*
flavor mixtures 12 751
hydrolysis 5 80
ink solvent 7 125
leuco vat 13 560
preparation of 1 55
reactions and uses 5 80–82
wax, animal and vegetable
14 507–509*

The asterisk (*) means this is the main article on your subject or sub-topic.

Step 2. Go to the appropriate volume and page to find your article.

For example:



subject
article
page

ESTER 79

Ester

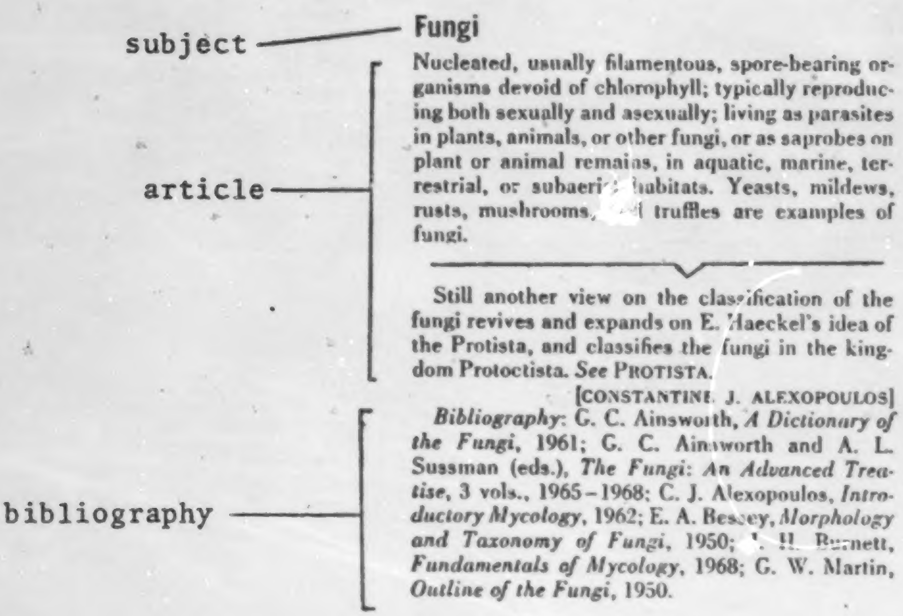
The product of intermolecular dehydration involving an alcohol and an acid, according to Eq. (1).

$$\underset{\text{Acetic acid}}{CH_3-\overset{O}{\overset{\|}{C}}-O-H}+\underset{\text{Ethyl alcohol}}{H-O-C_2H_5}\rightarrow H_2O+\underset{\text{Ethyl acetate}}{CH_3-\overset{O}{\overset{\|}{C}}-O-C_2H_5}\quad(1)$$

Structurally, a typical ester (ethyl acetate) is

Some articles may have a bibliography at the end. The bibliography will give you names of other sources which contain information on your topic.

For example:



subject
article
bibliography

Fungi

Nucleated, usually filamentous, spore-bearing organisms devoid of chlorophyll; typically reproducing both sexually and asexually; living as parasites in plants, animals, or other fungi, or as saprobes on plant or animal remains, in aquatic, marine, terrestrial, or subaerial habitats. Yeasts, mildews, rusts, mushrooms, and truffles are examples of fungi.

Still another view on the classification of the fungi revives and expands on E. Haeckel's idea of the Protista, and classifies the fungi in the kingdom Protoctista. *See* PROTISTA.

[CONSTANTINE J. ALEXOPOULOS]

Bibliography: G. C. Ainsworth, *A Dictionary of the Fungi*, 1961; G. C. Ainsworth and A. L. Sussman (eds.), *The Fungi: An Advanced Treatise*, 3 vols., 1965–1968; C. J. Alexopoulos, *Introductory Mycology*, 1962; E. A. Bessey, *Morphology and Taxonomy of Fungi*, 1950; H. Burnett, *Fundamentals of Mycology*, 1968; G. W. Martin, *Outline of the Fungi*, 1950.

YOU SHOULD LEARN TO USE THE McGRAW-HILL ENCYCLOPEDIA OF SCIENCE AND TECHNOLOGY.

PRACTICE QUESTIONS: MCGRAW-HILL ENCYCLOPEDIA OF SCIENCE AND TECHNOLOGY

(LIBRARY UNIT IIB - 4)

1. Using the McGraw-Hill Encyclopedia of Science and Technology, look for the subject electricity.

   a. In what volume will you find the first article?

   answer: ________________________________

   b. What is the title of the first item listed in the bibliography?

   answer: ________________________________

2. Look for the subject malta fever in the index of McGraw-Hill Encyclopedia of Science and Technology.

   a. In what volume will you find the article?

   answer: ________________________________

   b. On what page will you find the article?

   answer: ________________________________

Answer: 1. a. volume 4
b. Energy: Use, Conservation and Supply
2. a. volume 2
b. page 382

REVIEW
LIBRARY UNIT II: BOOKLET B

On page 1 there are three (3) learning objectives for Library Unit II: Booklet B. You will need to meet these objectives before you take the Unit IIB test. You must take the Unit IIB test before you begin Library Unit II : Booklet C.

Turn to page 1.

Can you do each objective? Check to be sure.

Complete the checklist below.

CHECKLIST

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____
can you do objective 3?	_____	_____	_____

When you check "YES" for every objective, you are ready for IIB test card.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT II: BOOKLET B

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet. (Use the table below to find the appropriate section).

   Read the section again VERY CAREFULLY.
   Do the practice questions.

Table

Learning objectives	Booklet pages	Practice questions
objective 1	2-3, 5-8, 10-11, 13-14	4,9,12,15
objective 2	2-3, 5-8, 10-11, 13-14	4,9,12,15
objective 3	3,8,14	4,9,12,15

2. Ask for more practice questions on the objective.
3. Ask the Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ______________________ Your teacher's name ________________

LIBRARY UNIT II - REFERENCE BOOKS
BOOKLET C: THE VERTICAL FILE

The Library Skills Pretest showed that you cannot use the vertical files. This booklet has the necessary information and practice exercises to help you to use the vertical files correctly.

Here are your learning objectives:

1. You will find information on a general topic in the General Vertical File.
2. You will know how to find information about a deaf person or a person who has contributed to the world of the deaf in the Deaf Biographical Vertical File.
3. You will know how to find information on deafness in the Deaf Vertical File.

When you finish this booklet you should be able to do all of your learning objectives.

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Prepared by C. Burnelle Mc Intyre

THE VERTICAL FILE

Vertical files are cabinets which contain various kinds of information. Usually the information cannot be easily cataloged or put on a shelf. For that reason the information is put into vertical files for easy access.

The items in the vertical file include:

photographs
pamphlets
booklets
newspaper articles
periodical articles
maps
guides
newsletters

YOU SHOULD LEARN WHAT KINDS OF IMFORMATION THE VERTICAL FILE CONTAINS.

The Gallaudet College Library has many vertical files. You will learn about three of them.

1. *General Vertical File*
2. *Deaf Vertical File*
3. *Deaf Biographical Vertical File*

You should use the vertical files when you want to find more information on a topic. This information may not be cataloged in the Library. All three files are located on the main level of the Library

General Vertical File → *located near the general encyclopedias in the Reference Collection*

Deaf Vertical File and Deaf Biographical Vertical File → *located near the Author/Title and Subject Card Catalog*

YOU SHOULD LEARN TO IDENTIFY AND LOCATE THE THREE VERTICAL FILES.

GENERAL VERTICAL FILE

This vertical file contains information on general topics. The items are arranged in alphabetical order *by subject*.

Some of the topics are:

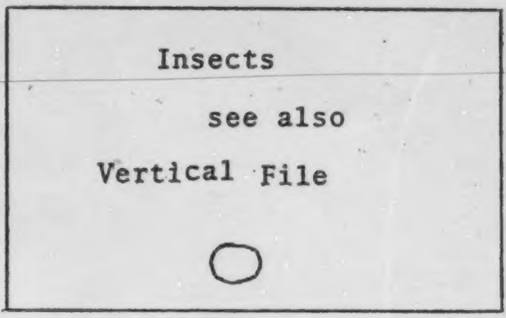
Australia
Cookery
Drug Abuse
Industry
Parenthood
Radio
Urban Renewal
Woman--Employment

HOW TO FIND INFORMATION:

There are two ways to find information in the General Vertical File.

1. *Go directly to vertical file and look up your topic.*
2. *Use the Subject Card Catalog. Look up your topic. When you find a "see also" card, you can use the vertical file.*

For example:



Insects

see also

Vertical File

YOU SHOULD LEARN HOW TO FIND INFORMATION IN THE GENERAL VERTICAL FILE.

DEAF VERTICAL FILE

The Deaf Vertical File contains information related to *deafness*. The topics are arranged in alphabetical order *by subject*.

Some of the topics are:

Adoption
Artists--Deaf
Children--Language
Clowns
Communication Disorders in Children
Deaf missions
Employment
memory
Quota Clubs
Radio Broadcasting
Surgery
Vocal Cords

HOW TO FIND INFORMATION:

You can use the same two ways to find information as for the General Vertical File.

1. *Go directly to the vertical file and look up your topic.*
2. *Use the Subject Card Catalog. Look up your topic in the catalog.*

You will find a "see also" reference card in the catalog.

For example:

Infants, Premature
see also
Vertical File on Deafness

YOU SHOULD LEARN HOW TO FIND INFORMATION IN THE DEAF VERTICAL FILE.

DEAF BIOGRAPHICAL VERTICAL FILE

The Deaf Biographical Vertical File contains information on deaf persons (hearing impaired) and other persons who have contributed to the world of deafness. (This file is always locked.)

Some of the persons included are:

Laurent Clerc
Thomas Gallaudet
Nanette Fabray
Steve McQueen
Prince Phillip of England

HOW TO FIND INFORMATION:

You can use the same two ways as above for the other two vertical files.

1. *Ask the Reference Librarian to unlock the file for you. Thengo directly to the vertical file and look for your person. Look for the last name and then the first name of the person.*
2. *Use the Subject Card Catalog. Look for your person in the catalog.*
   You will find a "see also" reference card.

For example:

Jackson, Susan

see also

Deaf Biographical Vertical File

○

Cowen, John

see also

Biographical File in Deaf Collection

○

YOU SHOULD LEARN HOW TO FIND INFORMATION IN THE DEAF BIOGRAPHICAL VERTICAL FILE.

PRACTICE QUESTIONS: THE VERTICAL FILE
(LIBRARY UNIT IIC-1)

1. Look for the subject atomic energy in the Subject Card Catalog. Find a "see also" reference card.

   a. In which vertical file can you find more information on this subject?

   b. Go to the vertical file.

   What is the title of ONE item in the folder?

2. Look for the subject perception in the Subject Card Catalog. Find a "see also" reference card.

   In which vertical file can you find more information on this subject?

3. Look for the subject economics in the Subject Card Catalog. Find a "see also" reference card.

   In which vertical file can you find more information on this subject?

4. Look for the person Susan Phillips in the Subject Card Catalog.

   In which vertical file can you find more information on this person?

Answers: 1. a. General Vertical File
b. The New Force of Atomic Energy
Productive Uses of Nuclear Energy
Nuclear Energy in Britain
Plutonium
Atomic System
Atomic Energy in The Soviet Union

2. Vertical File on Deafness
3. General Vertical File
4. Deaf Biographical Vertical File

REVIEW
LIBRARY UNIT II: BOOKLET C

On page 1 there are three (3) learning objectives for Library Unit II: Booklet C. You will need to meet these objectives before you take the Unit IIC test. You must take the Unit IIC test before you begin Library Unit IIIA: Booklet A.

Turn to page 1.

Can you do each objective? Check to be sure.

Complete the checklist below.

CHECKLIST

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____
can you do objective 3?	_____	_____	_____

When you check "YES" for every objective, you are ready for IIC test card.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT II: BOOKLET C

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the Unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet. (Use the table below to find the appropriate section).

   Read the section again VERY CAREFULLY.

   Do the practice questions.

Learning objectives	Booklet pages	Practice exercises
objective 1	2-5	6-7
objective 2	2-5	6-7
objective 3	2-5	6-7

2. Ask for more practice questions on the objective.
3. Ask the Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ______________________ Your teacher's name ______________

LIBRARY UNIT III - GENERAL INDEXES
BOOKLET A: PERIODICAL INDEXES

The Library Skills Pretest showed that you cannot use periodical indexes. This booklet has the necessary information and practice exercises to help you use the periodical indexes.

Here are your learning objectives:

1. You will find an article citation in a periodical index when you know the subject.
2. You will identify the information in an article citation when given a subject or author.
3. You will find the complete title of a periodical when you know the abbreviated title.
4. You will find the complete meaning of other abbreviations used in a periodical index.
5. You will find a periodical title in the Union List of Campus Serials when you know the title.
6. You will identify the information in a citation in the Union List of Campus Serials when you know a periodical title.

WHEN YOU FINISH THIS BOOKLET YOU SHOULD BE ABLE TO DO ALL OF YOUR LEARNING OBJECTIVES.

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Prepared by C. Burnelle Mc Intyre

PERIODICAL INDEXES

A periodical index is a book or a set of books which lists citations to articles found in different periodicals. The arrangment is usually alphabetical by subject and author.

The Gallaudet College Library has many periodical indexes. The Library has separated the Indexes from the other reference books. The periodical indexes are located on the two low shelves and the one tall shelf directly behind the Information Desk. *They are arranged alphabetically by the title of the index.*

HOW TO USE PERIODICAL INDEXES

You will learn how to use three periodical indexes.

1. *Reader's Guide to Periodical Literature*.
2. *Social Sciences Index*
3. *Humanities Index*

Before you begin to learn the particular aspects of each of the indexes, let us learn some common features about all three indexes.

Common features:

1. *Each Index has an alphabetical subject/author format*
2. *Each Index has a list of abbreviations used in the article reference located in the front of the Index.*
3. *Each Index has a separate listing of the periodical abbreviations used and their complete title located in the front of the Index.*
4. *Each Index is divided into volumes which cover certain dates.*

   For example: July 1972 - December 1972
5. *Each Index has its own set of periodicals which it indexes.*

   (Although some of the periodicals may be the same, a great number will be different.)

YOU SHOULD LEARN THE COMMON FEATURES OF THESE PERIODICAL INDEXES.

READER'S GUIDE TO PERIODICAL LITERATURE

This periodical index contains references to articles in approximately 125 different periodicals. The periodicals themselves cover general topics. Reader's Guide has many volumes which are divided into a particular time period.

For example:

July 1937-
June 1939

March 1974-
February
1975

1. FINDING THE ARTICLE CITATIONS IN THE INDEX.

Look for your subject or author in any volume of Reader's Guide.

For example:

subject——— ENTERTAINING
Easy-does-it party ideas. P. Pollock. il Bet Hom & Gard 55:152+ N '77

or

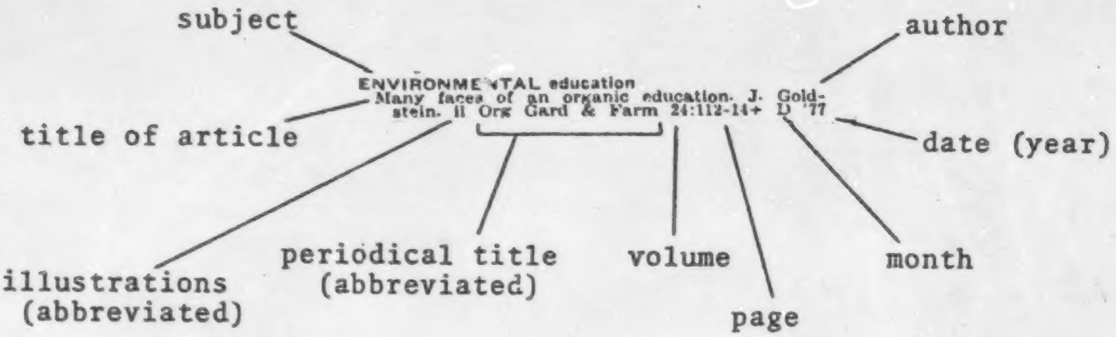
author——— ERBE, Pamela
Imperfect chords: story. Ms 6:68-71 Ja '78

title of article

2. HOW TO READ A CITATION:

Each citation or reference has some basic information about the article.

For example:


subject
author
title of article
date (year)
illustrations (abbreviated)
periodical title (abbreviated)
volume
page
month

ENVIRONMENTAL education
Many faces of an organic education. J. Goldstein. il Org Gard & Farm 24:112-14+ D '77

The citation is arranged like this:

first → *the title of the article*

second → *the author's name (the person who wrote the article)*

The first name is first then the last name.

Sometimes there will not be an author. When there is no author, you will *__not__* *find a name after the title.*

third → *any information about the article itself. This information is usually abbreviated.*

For example:

"il" → illustrations (picture)
"biblio" → the article has a bibliography

fourth → *The name of the periodical (beginning with a capital letter after the author's name.)*

fifth → *The number* *__before__* *the colon (:) is the volume number of the periodical that contains the article.*

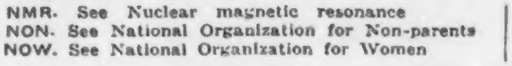
The numbers after the colon (:) are the page numbers in that particular volume of the periodical.

sixth → *The month and year of that periodical. (Sometimes you will find an abbreviation for a season instead of a month).*

YOU SHOULD LEARN HOW TO READ A CITATION IN THIS INDEX.

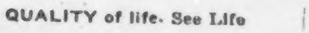
3. "See" references: When you find a "see" reference, look under the topic to which the index refers you. Look in the same index volume.

   Sample:



NMR. See Nuclear magnetic resonance
NON. See National Organization for Non-parents
NOW. See National Organization for Women

or

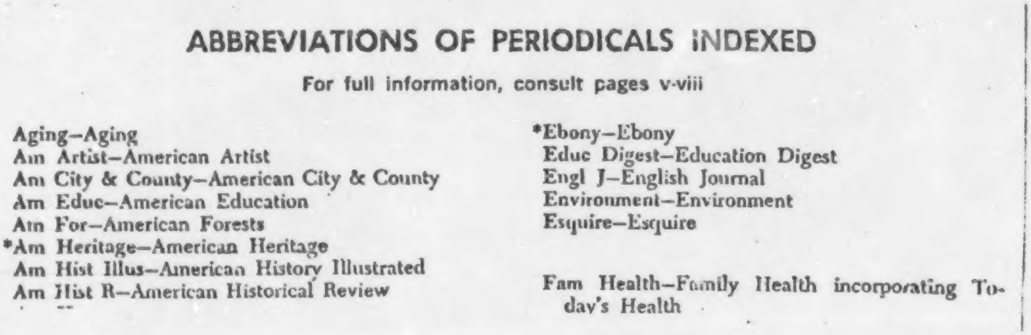


QUALITY of life. See Life

4. Copy all the information

5. Look in the front pages of the volume. Find the meanings to the abbreviations. Find the page that is titled "*Abbreviations of Periodicals Indexed*."

   Sample:



ABBREVIATIONS OF PERIODICALS INDEXED

For full information, consult pages v-viii

Aging–Aging
Am Artist–American Artist
Am City & County–American City & County
Am Educ–American Education
Am For–American Forests
*Am Heritage–American Heritage
Am Hist Illus–American History Illustrated
Am Hist R–American Historical Review

*Ebony–Ebony
Educ Digest–Education Digest
Engl J–English Journal
Environment–Environment
Esquire–Esquire

Fam Health–Family Health incorporating Today's Health

YOU SHOULD LEARN HOW TO USE THE READER'S GUIDE.

PRACTICE QUESTIONS: READER'S GUIDE
(LIBRARY UNIT IIIA - 1)

1. Look for the subject farm management in the Mar 1972 - Feb 1973 Reader's Guide to Periodical Literature.

   What is the title of the first article listed?

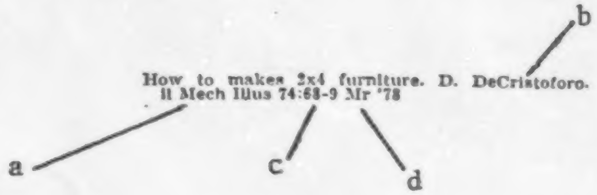
   ____

2. Look for the author Jesse L. Jackson in the Mar 1977-Feb 1978 Reader's Guide to Periodical Literature.

   What is the title of the first article listed?

   ____

3. Look carefully at the sample below.



How to makes 2x4 furniture. D. DeCristoforo.
il Mech Illus 74:68-9 Mr '78

Find the following information in the sample.

(Write the correct letters in the blank.)

____________	author	____________	periodical title
____________	page	____________	month

4. Use any volume of Reader's Guide. What do these abbreviations mean?

   a. cond ______________
   b. HiFi ______________
   c. bp ______________
   d. U.S. News ______________

Answers: 1. Big — yield corn and dairy, beef and hogs.
2. Andy Young and the Truth
3. b a
c d
4. a. condensed
b. High Fidelity and Musical America
c. bishop
d. U.S. News and World Report

SOCIAL SCIENCES INDEX

The Social Sciences Index contains article references (citations) from over 100 different periodicals. These periodicals cover social sciences topics.

For example:

anthropology
economics
geography
law and criminology
medical sciences
psychology
sociology

This periodical index was part of the Social Sciences and Humanities Index. Beginning in 1974 the Social Sciences Index became a separate index. The Humanities Index became the other separate index.

The Social Sciences Index is divided into two parts:

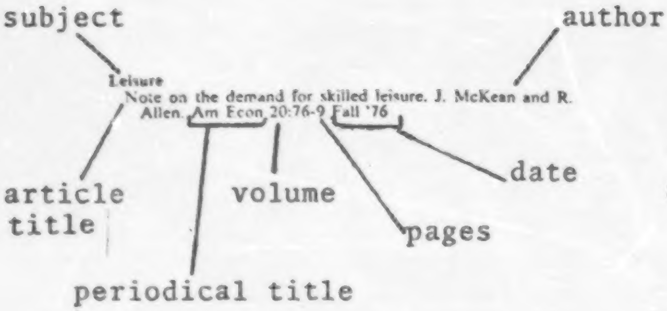
a. *author/subject listing of article citations*
b. *"Book Reviews"*

1. FINDING ARTICLE CITATIONS IN THE INDEX:

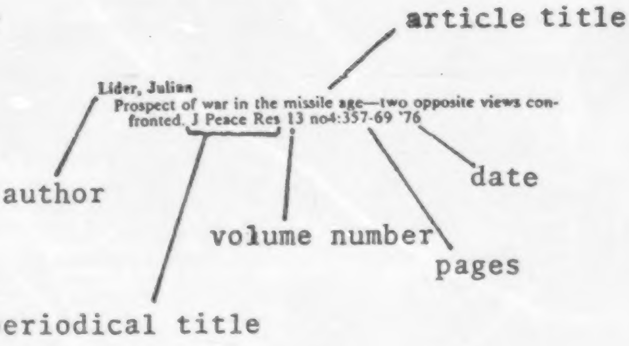
Subjects and authors ——▷ the Social Sciences Index uses the same format as Reader's Guide. Look for your subject or author in alphabetical order. The authors and subjects are listed below.

SAMPLES

Subject


Leisure
Note on the demand for skilled leisure. J. McKean and R. Allen. Am Econ 20:76-9 Fall '76
subject
author
article title
volume
date
pages
periodical title

Author


Lider, Julian
Prospect of war in the missile age—two opposite views confronted. J Peace Res 13 no4:357-69 '76
article title
author
date
volume
number
pages
periodical title

2. HOW TO READ A CITATION:

The article citation is the same format as used in Reader's Guide. (See pages 4 and 5 in this booklet for more information.)

YOU SHOULD LEARN HOW TO FIND SUBJECTS AND AUTHORS IN THE SOCIAL SCIENCES INDEX.

YOU SHOULD LEARN HOW TO READ A CITATION IN THE SOCIAL SCIENCES INDEX.

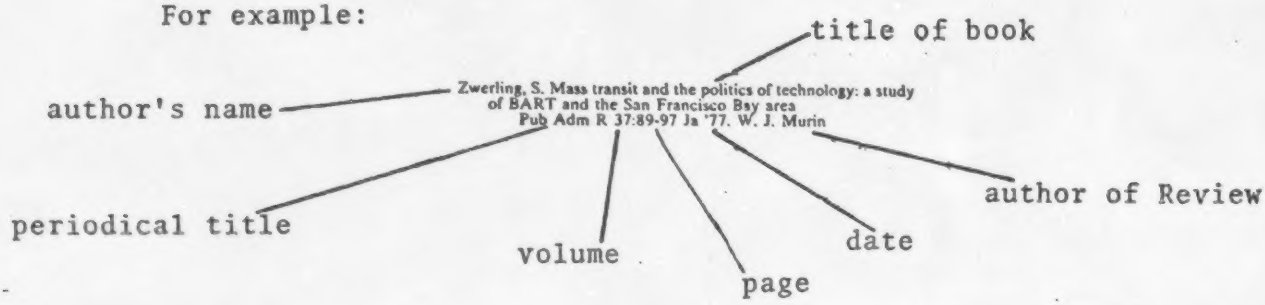
3. "BOOK REVIEWS"

This section of the index contains references to book review articles in periodicals. Book reviews give criticism on a particular author's writings (works). This section is arranged in alphabetical order by the author's last name.

When you want to read some criticism (another person's opinion of a book, you should use the "Book Reviews" section of the index. You must also know the author's name and the exact title of the book.

a. Look for your author's last name.

For example:



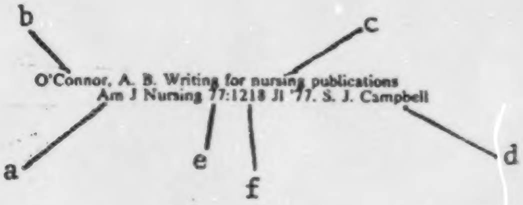
Zwerling, S. Mass transit and the politics of technology: a study
of BART and the San Francisco Bay area
Pub Adm R 37:89-97 Ja '77. W. J. Murin

b. Copy down all the information about the periodical which contains the review.

YOU SHOULD LEARN TO FIND "BOOK REVIEWS".

PRACTICE QUESTIONS: SOCIAL SCIENCES INDEX
(LIBRARY UNIT IIIA-2)

1. Look carefully at the sample below. This is an example from the "Book Reviews" section.



O'Connor, A. B. Writing for nursing publications
Am J Nursing 77:1218 Jl '77. S. J. Campbell

Find the following information in the citation.

(Write the correct letters in the blank below).

____________	title of book	____________	volume number
____________	title of periodical	____________	author of book
____________	author of article	____________	page number

2. Look in any Social Science Index. What do these abbreviations mean?

a. E Eur Q ______________________________

b. aut ______________________________

c. jt ______________________________

3. Look for the subject television audiences in the April 1976-March 1977 Social Sciences Index.

a. What is the name of the author listed in the first article?

____

b. On what pages in the periodical will you find this article?

____

Answers: 1. c e
a b
d f

2. a. East European Quarterly
b. autumn
c. joint

3. a. R.H. Weigel
b. page 253-255

HUMANITIES INDEX

The Humanities Index is the second part of the Social Sciences and Humanities Index. It contains references to articles in over 130 different periodicals.

Some of the subject areas covered are:

classical studies
folklore
history
language and political criticism
performing arts
philosophy
religion and theology

1. FINDING ARTICLE CITATIONS IN THE INDEX:

The Humanities Index has the same format as Reader's Guide and Social Sciences Index. (See pages 3 and 7 for further information.)

2. HOW TO READ CITATION:

The Humanities Index has the same format as the Reader's Guide and the Social Sciences Index. (See pages 4 and 5 for more information.)

YOU SHOULD LEARN HOW TO USE THE HUMANITIES INDEX.

PRACTICE QUESTIONS: HUMANITIES INDEX
(LIBRARY UNIT IIIA-3)

1. Look for the subject ____dreams____ in the April 1976 to Mar 1977 Humanities Index.

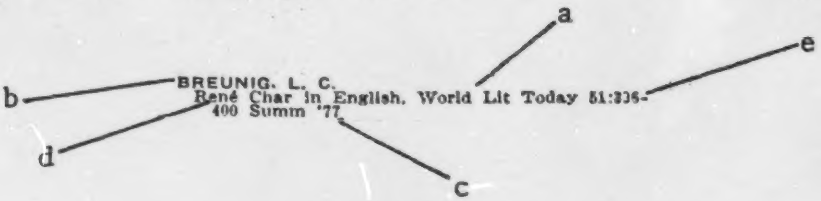
   a. What is the title of the first article listed?

   ____

   b. In which volume of the periodical will you find this article? (Write the volume number.)

   ____

2. Look carefully at the sample below.



Find the following information in the citation.
(Write the correct letters in the blank.)

__________ year

__________ author

__________ title of article

__________ title of periodical

__________ page

3. Look for the author ____S.E. Ahlstrom____ in the "Book Reviews" section of the Apr 1974 to Mar 1975 Humanities Index.

   a. What is the title of the book being reviewed?

   ____

   b. What is the title of the periodical which contains the review?

   ____

4. Use any volume of the Humanities Index. Find the meaning of the following abbreviations.

   a. Comm Q ______________________________
   b. por ______________________________
   c. int ______________________________

Answers:

1. a. Are dreams experiences?
   b. volume 85
2. c   a
   b   e
   d
3. a. Religious history of the American people
   b. Am Acad Relig J.
   or
   American Academy of Religion. Journal
4. a. Communication Quarterly formerly Today's Speech
   b. portrait
   c. interviewer

UNION LIST OF CAMPUS SERIALS

When you have all the necessary information from the article citation, you will need to find the article itself.

The Library has a book called the Union List of Campus Serials which lists all the periodicals which the Library owns. This book is located on the top of the *Low Index shelf*. The periodicals are listed in alphabetical order by the title.

Follow these steps for using the Union List of Campus Serials:

Step 1. LOOK FOR THE COMPLETE NAME OF THE PERIODICAL.

Sample:

Per AFRICA TODAY
v.14- 1966- (microfilm)
call number

Step 2. GO TO THE APPROPRIATE LOCATION.

The information on the LEFT SIDE of the page tells you WHERE in the Library you can find this periodical.

Per →	Periodical Located on the MAIN FLOOR in the periodical section. Periodicals are arranged in alphabetical order by title. The most recent issues are located on the current periodical shelves.
c →	Current Periodicals Usually only one year. No older issues are kept. Located on the current periodical shelves on the MAIN FLOOR in alphabetical order by title.
DEAF Per or D Per (call number) →	Deaf related periodical. Located in the Deaf Collection Room on the UPPER LEVEL (Level 2).
D →	Deaf related items (for example: newsletters, papers, loose periodicals) see Reference Librarian.

INDEX → Index
Located on the Main Floor on the shelves behind the Information Desk. They are arranged alphabetical order by title.

MSSD → Model Secondary School for the Deaf
Located at MSSD Library

KMC → Kendall Materials Center
Located at Kendall Demonstration Elementary School (KDES).

Step 3. When you do not find the title in the Union List of Campus Serials, the Library does not own that periodical.

YOU SHOULD LEARN TO USE THE UNION LIST OF CAMPUS SERIALS

PRACTICE QUESTIONS: UNION LIST OF CAMPUS SERIALS (LIBRARY UNIT IIIA-4)

1. Look for the title Cycle in the Union List of Campus Serials.

   a. Where can you find this periodical in the Library?

2. Look for the title Horn Book Magazine in the Union List of Campus Serials.

   What volumes does the Library own?

3. Look for the title Christianity Today in the Union List of Campus Serials.

   a. Write the information you find on the left side of the page.

   b. Which volumes does the library have on microfilm?

Answers: 1. On the current periodical shelves in alphabetical order by title.
2. volume 33-50
3. a. Per
b. all; volume 1- (present)

REVIEW
LIBRARY UNIT III: BOOKLET A

On page 1 there are 6 learning objectives for Library Unit III: Booklet A. You will need to meet these objectives before you take the Unit IIIA test. You must take the Unit IIIA test before you begin Library Unit III: Booklet B.

Turn to page 1.

Can you do each objective? Check to be sure.

Complete the checklist below.

CHECKLIST

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____
Can you do objective 3?	_____	_____	_____
Can you do objective 4?	_____	_____	_____
Can you do objective 5?	_____	_____	_____
Can you do objective 6?	_____	_____	_____

When you check "YES" for every objective, you are ready for Unit IIIA test card.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS

LIBRARY UNIT III: BOOKLET A

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the Unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet.

   (Use the table below to find the appropriate section).
   Read the section again VERY CAREFULLY.
   Do practice questions.

TABLE

Learning objectives	Booklet pages	Practice questions
objective 1	2-5, 7-8, 10	6, 9, 11
objective 2	2-5, 7-8, 10	6, 9, 11
objective 3	2-5, 7-8, 10	6, 9, 11
objective 4	2-5, 7-8, 10	6, 9, 11
objective 5	12	13
objective 6	12	13

2. Ask for more practice questions on the objective.
3. Ask Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ____________________ Your teacher's name ______________

LIBRARY UNIT III - GENERAL INDEXES

BOOKLET B: BIOGRAPHICAL INDEXES AND OTHER SOURCES

The Library Skills Pretest showed that you cannot use biographical indexes well. This booklet has the necessary information and practice exercises to help you use biographical indexes.

Here are your learning objectives:

1. You will find an article or article reference about a person in Biography Index and Dictionary of American Biography when you know the person's name.
2. You will identify the information given in a reference citation in Biography Index, Book Review Digest, and Book Review Index.
3. You will find an article about a prominent American in Current Biography when you know the person's name.
4. You will find a book review (article) reference in Book Review Digest and Book Review Index when you know the author's name, title of the book being reviewed, and the publication date of the book.

When you finish this booklet you should be able to do all of your learning objectives.

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Prepared by C. Burnelle McIntyre

BIOGRAPHICAL SOURCES

There are two kinds of biographical sources which you will learn about.

1. *Biographical indexes*
2. *Biographical dictionaries*

A biographical index is a book or set of books which contains references to articles about different people.

A biographical dictionary is a book or a set of books which contains an article about different people as well as references to other articles about that person.

Gallaudet College Library has many biographical sources

Some are located with the Indexes.
Some are located with the Reference Collection.
Some are located with the Circulating Collection on Level 2.

FINDING A BIOGRAPHICAL SOURCE

There are two ways to find information on a particular person.

1. *Use a biographical source*
2. *Use the Subject COM Catalog*

When you know the title of a biographical source you should:

1. Go to the Author/Title COM catalog
   - a. *Look for your title*
   - b. *Copy the call number*
   - c. *Go to the appropriate area in the Library*
2. Go to the Union List of Campus Serials
   - a. *Look for your title*
   - b. *Copy the call number*
   - c. *Go to the appropriate area in the Library*

YOU SHOULD KNOW WHAT A BIOGRAPHICAL SOURCE IS.

When you do not know the title of a biographical source you should:

Go to the Subject COM Catalog

a. Look for your subject

For example: Occupations

Poets
Artists
Atheletes

Poets - Deaf.
Stout, Hallea H. Taulman.
Thoughts in poetry / by Hallea H. Stout. [s.l. : s.n.], c1965. 52 p. : ill., port. ; 15 cm.
The author has a hearing impairment. Includes index. 2 copies.
1. Poets - Deaf. 2. Poetry - Deaf. I. Title.
DEAF 811.52 S75t 1965 (4448404)

For example: by country

United States - Biography

United States - Biography.
Dictionary of American biography. New York, C. Scribner's Sons [c1936- v.
1. United States - Biography. 2. United States - Biography - Dictionaries. 3. United States - Bio-bibliography. I. American Council of Learned Societies Devoted to Humanistic Studies.
REF 920.073 D55 (03/1296)

For example: a person

Franklin, Benjamin, 1706-1790.
Fleming, Thomas J.
The man who dared the Lightning; a new look at Benjamin Franklin, by Thomas Fleming. New York, Morrow, 1971. x, 532 p. illus., ports. 25 cm.
Bibliography: p. 515-520.
1. Franklin, Benjamin, 1706-1790. I. Title.
973.32 F72J 1971 (012176)

a. Copy the call number
b. Go to the appropriate area in the library

There are other subject headings that you can use. When you need more help ask the Reference Librarian or the Instruction Librarian.

YOU SHOULD LEARN HOW TO FIND BIOGRAPHICAL SOURCES.

PRACTICE QUESTIONS: BIOGRAPHICAL SOURCES
(LIBRARY UNIT IIIA-1)

1. Look for the subject Biography-Dictionaries in the Subject COM Catalog.

   a. What is the title on the FIRST item?

   ____

   b. What is the call number?

   ____
   ____
   ____
   ____

2. Look for the subject Scientists in the Subject COM Catalog.

   a. What is the title on the FIRST item?

   ____

   b. What is the date of the publication?

   ____

3. Look for the title Who's Who in Labor in the Author/ Title COM Catalog.

   What is the name of the publisher?

   ____

Answers: 1. a. Who did what; the lives and achievements of the 5000 men and women --leaders of nations....
b. REF 920 02 W51974
2. a. American men and women of science
b. 1976
3. Arno Press

BIOGRAPHY INDEX

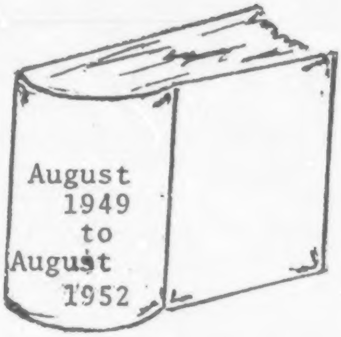
Biography Index is a set of books which contains references to articles about different people in the world. Some of the article references come from current books as well as collective and individual biographies.

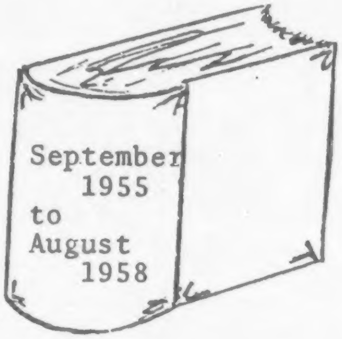
Biography Index includes article references to:

a. *obituaries*
b. *collections of letters*
c. *diaries*
d. *memoirs*
e. *bibliographies*

This index has many volumes which are divided into particular time periods.

For example:





The dates on the volumes indicate when the articles were published.

The Biography Index is located with the general indexes on the main level of the Library. This index section starts on the opposite side of the low shelving behind the Information Desk.

Biography Index is divided into two parts:

1. *Index entries of the persons*
2. *Index to professions and occupations*

Both parts are arranged in alphabetical order .

1. FINDING THE ARTICLE CITATION IN THE INDEX.

   There are two ways to find an article citation in this index.

   a. Look for your person in any volume of the Biography Index. (Look for the last name first.) Look in the first part of the index volume.

For example:

KENDRICK, Charles, 1876-1970, lawyer
Kendrick, Charles. Memoirs; ed. and annot. with an introd. by David Warren Ryder; a foreword by Ben C. Dunlway, and pref. by Timothy McDonnell; il. by Dan Adair. Privately ptd. in San Francisco '73 203p
KENDRICK, Jack Earle, 1914?-1972, historian
Obituary
J Am Hist 59:1061 Mr '73

ROWE, Walter Edward, art restorer
Tucker, P. Walter Edward Rowe, master restorer. por Met Mus Bul 29:395-7 My '71

b. Look for a profession or occupation in the back of the book.

Under each profession or occupation will be a list of names of persons in that profession or occupation.

YOU SHOULD USE THIS PART OF BIOGRAPHY INDEX when you are not looking for a particular person.

For example:

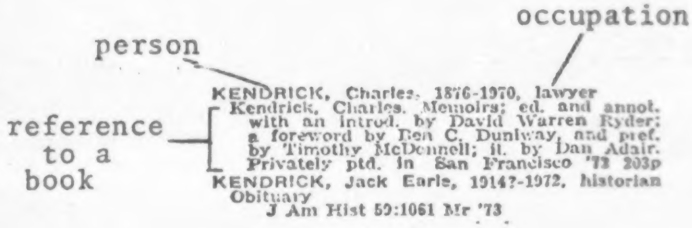
OUTLAWS
Allison, Clay
Bass, Sam
Bonney, William H.
Dalton family
Hardin, John Wesley
Holliday, John Henry
James, Frank
James, Jesse Woodson
Ketchum, Thomas Edward
Mather, Dave
Miller, Jim
Outlaw, Bass
Parker, George LeRoy
Quick, Thomas
Ringo, John
Slade, Jack
See also
Brigands and robbers

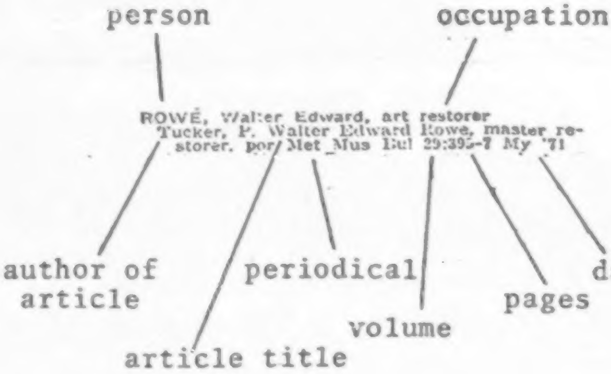
YOU SHOULD LEARN HOW TO FIND ARTICLE CITATIONS.

2. HOW TO READ A CITATION:

Each citation has some basic information about the article. The order is the same as in Reader's Guide (See Library Unit IIIA, page 4).

Example from first part of index:


KENDRICK, Charles, 1876-1970, lawyer
Kendrick, Charles. Memoirs; ed. and annot. with an introd. by David Warren Ryder; a foreword by Ben C. Dunlway, and pref. by Timothy McDonnell; il. by Dan Adair. Privately ptd. in San Francisco '73 203p
KENDRICK, Jack Earle, 1914?-1972, historian
Obituary
J Am Hist 59:1061 Mr '73


ROWE, Walter Edward, art restorer
Tucker, P. Walter Edward Rowe, master restorer. por Met Mus Bul 29:395-7 My '71

Example from Index to profession and occupations:

MURDER victims
Bramlet, Al
Scott-Elliott, Walter Travers
Sebai, Yousef el
Setty, Stanley
Till, Emmett
See also
Kidnap victims
MURDERERS
Atkins, Susan Denise
Berkowitz, David
Evans, Fred Ahmed
Hume, Brian Donald
Miller, Jim
Richardson, James
Ruby, Jack
See also
Assassins
MUSEUM directors and curators
Clark, Anthony Morris
Finley, David Edward
Fuller, Richard E.

YOU SHOULD LEARN HOW TO READ A CITATION.

3. ABBREVIATIONS:

There is a list of abbreviations and explanations in the front of each index volume.

For example:

Abbreviations of Periodicals

Accountancy—Accountancy
Acct & Bus Res—Accounting & Business Research
Acct R—Accounting Review
Acoust Soc Am J—Journal of the Acoustical Society of America
Adv Age—Advertising Age
Africa Rept—Africa Report
Africa Today—Africa Today
African Arts—African Arts
Aging—Aging
Agric Educ—Agricultural Education
Agric Engin—Agricultural Engineering
Agric Hist—Agricultural History
Air Transp World—Air Transport World
Am Antiq—American Antiquity
Am Artist—American Artist
Am Assn Pet Geol Bull—American Association of Petroleum Geologists Bulletin
Am For—American Forests
Am Heritage—American Heritage
Am Hist Illus—American History Illustrated
Am Hist R—American Historical Review
Am Home—American Home
Am Import/Export Bull—American Import/Export Bulletin
Archeol & Phy Anthrop Oceania—Archeology & Physical Anthropology in Oceania
Archit R—Architectural Review
Archit Rec—Architectural Record
Art & Artists—Art and Artists
Art in Am—Art in America
Art Int—Art International
Art N—Art News
Arts—Arts Magazine
Artscan—Artscanada
Asian Aff—Asian Affairs: Journal of the Royal Central Asian Society
Assn Am Geog Ann—Association of American Geographers. Annals
Atlantic—Atlantic
Audubon—Audubon Magazine
Automot Ind—Automotive Industries
Automot N—Automotive News
Automotive Eng—SAE Journal of Automotive Engineering
Aviation W—Aviation Week & Space Technology

Banker—The Banker
Bankers Mag—The Bankers Magazine

4. FIND THE ARTICLE:

When you want to read an article listed in Biography Index follow these steps:

Step 1: Look up your person

Step 2: Copy all the information in the article citation

Step 3: Look in the front pages of the volume. Find the complete meaning for the abbreviations used in the citation.

Step 4: Go to the Union List of Campus Serials. Look for your periodical title. Copy the call number.

Step 5: Go to the appropriate location in the Library

YOU SHOULD LEARN HOW TO USE BIOGRAPHY INDEX.

PRACTICE QUESTIONS: BIOGRAPHY INDEX
(LIBRARY UNIT IIIB - 2)

1. Look for the person Henry Ford in the Sept 1952-Aug 1955 Biography Index.

   What is the date of the FIRST article listed?

   ____

2. Look for the person Roberto Walker Clemente in the Sept 1967-Aug 1970 Biography Index.

   What is the title of the FIRST article listed?

   ____

3. Look for the occupation golf players in the Sept 1961-Aug 1964 Biography Index.

   a. What is the name of the FIRST person listed?

   ____

   b. What is the periodical title of the FIRST article reference listed under his/her name?

   ____

4. Use any volume of Biography Index. What do these abbreviations mean?

   a. AmRecG ______________
   b. Oeil ______________
   c. Acoustical Soc Am J ______________

Answers: 1. F 28, '55 or Feb 28, 1955
2. Viva, Roberto!
3. a William Auchterlonie
b. Illus Lond N or Illstated London News
4. a. American Record Guide
b. L'Oeil
c. Journal of the Acoustical Society of America

DICTIONARY OF AMERICAN BIOGRAPHY

The Dictionary of American Biography contains articles and article references of well-known deceased (dead) Americans. It includes more than 13,000 biographies. The first volume of the Dictionary of American Biography (DAB) was published in 1928.

The DAB is divided into two groups:

1. 10 *volumes*

   Each volume contains a particular part of the alphabet.

2. *The supplement volume*

   Each supplement volume has an index in the back

The Gallaudet College Library has the DAB from 1928 until the 1951-55 supplement volume.

The call number is:
R
920.073
D55

YOU SHOULD USE THE DICTIONARY OF AMERICAN BIOGRAPHY WHEN YOU WANT INFORMATION ABOUT THE LIFE OF A WELL-KNOWN DECEASED AMERICAN.

HOW TO USE THE DAB

1. The 10 volumes:

   a. Look for your person in the appropriate volume.

   For example:

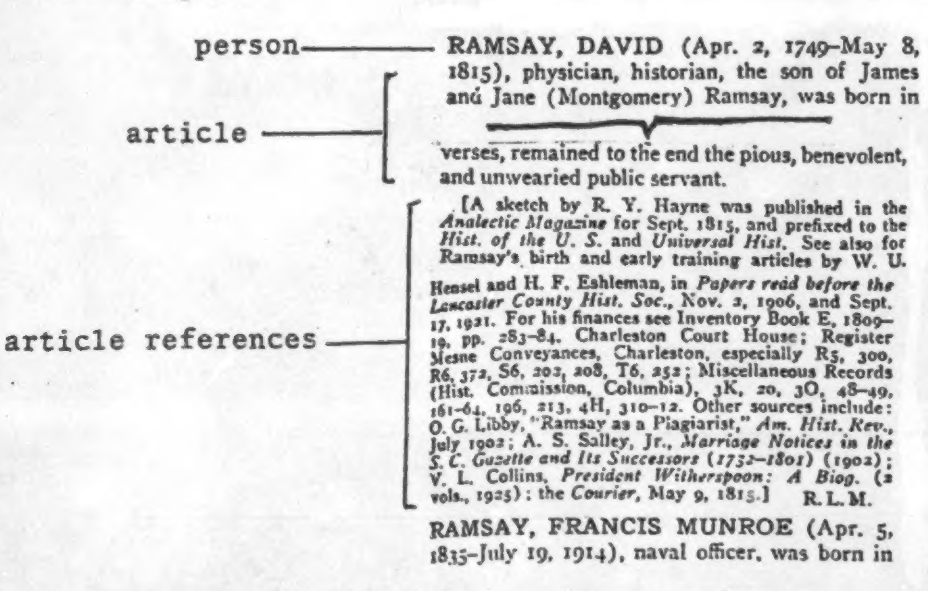
   David Ramsay

   Look in the volume: Platt to Seward

RAMSAY, DAVID (Apr. 2, 1749–May 8, 1815), physician, historian, the son of James and Jane (Montgomery) Ramsay, was born in Drumore Township, Lancaster County, Pa. Nathaniel Ramsay [*q.v.*] was his brother. David graduated from the College of New Jersey in 1765, tutored in a Maryland family for two years, then began the study of medicine. After receiving his degree from the College of Pennsylvania in 1772, he practised a year in Maryland and in 1773 went to Charleston. He bore a letter from his preceptor and friend, Dr. Benjamin Rush, who declared that he was "far superior to any person we ever graduated at our college." He appears to have been successful in his practice from the start, but politics immediately began to absorb much of his abundant energy. From

   b. Look at the information given at the end of the article. This is a list of article references.

   For example:


person
article
article references

RAMSAY, DAVID (Apr. 2, 1749–May 8, 1815), physician, historian, the son of James and Jane (Montgomery) Ramsay, was born in

verses, remained to the end the pious, benevolent, and unwearied public servant.

[A sketch by R. Y. Hayne was published in the *Analectic Magazine* for Sept. 1815, and prefixed to the *Hist. of the U. S.* and *Universal Hist.* See also for Ramsay's birth and early training articles by W. U. Hensel and H. F. Eshleman, in *Papers read before the Lancaster County Hist. Soc.*, Nov. 2, 1906, and Sept. 17, 1921. For his finances see Inventory Book E, 1809–19, pp. 283–84. Charleston Court House; Register Mesne Conveyances, Charleston, especially R5, 300, R6, 372, S6, 202, 208, T6, 252; Miscellaneous Records (Hist. Commission, Columbia), 3K, 20, 3O, 48–49, 161–64, 196, 213, 4H, 310–12. Other sources include: O. G. Libby, "Ramsay as a Plagiarist," *Am. Hist. Rev.*, July 1902; A. S. Salley, Jr., *Marriage Notices in the S. C. Gazette and Its Successors (1732–1801)* (1902); V. L. Collins, *President Witherspoon: A Biog.* (2 vols., 1925); the *Courier*, May 9, 1815.] R. L. M.

RAMSAY, FRANCIS MUNROE (Apr. 5, 1835–July 19, 1914), naval officer, was born in

2. The supplement volumes:

Each supplement volume has an index in the back. The index includes names of persons in ALL of the supplements.

For example:

Index Guide to the Supplements

Name	*Supplement*	*Name*	*Supplement*
Burroughs, Bryson	1	Caraway, Thaddeus Horatius	1
Burroughs, Edgar Rice	4	Cardozo, Benjamin Nathan	2
Burroughs, William Seward	1	Carlisle, Floyd Leslie	3
Burrow, Trigant	4	Carlson, Evans Fordyce	4
Burton, Clarence Monroe	1	Carothers, Wallace Hume	2
Burton, Richard Eugene	2	Carr, Wilbur John	3
Burton, Theodore Elijah	1	Carrel, Alexis	3
Busch, Adolphus	1	Carrier, Willis Haviland	4
Bush, Lincoln	2	Carroll, Earl	4
Bush-Brown, Henry Kirke	1	Carruth, Fred Hayden	1
Butler, Burridge Davenal	4	Carson, Hampton Lawrence	1
Butler, Marion	2	Carson, John Renshaw	2
Butler, Nicholas Murray	4	Carter, Boake	3
Butler, Pierce	2	Carter, Caroline Louise Dudley	2
Butler, Smedley Darlington	2	Carter, Mrs. Leslie	

a. Look for your person in any supplement index.

b. Go to the appropriate supplement volume to find the article.

YOU SHOULD LEARN TO USE THE DICTIONARY OF AMERICAN BIOGRAPHY.

PRACTICE QUESTIONS: DICTIONARY OF AMERICAN BIOGRAPHY
(LIBRARY SKILLS IIIB-3)

1. Look for the person John Cadwalader born Jan 1942 in the main volumes (10 volume set).

   What is the title of the first item listed in the article references section?

   ____

2. Look for the person Ann Parrish in the main volumes (10 volume set).

   What is the date of the person's death. (Write the month, day, and year.)

   ____

3. Look for the person Alice Henry in the ______________ DAB supplement index.

   a. In what supplement volume will you find the article. (Write the supplement volume number.)

   ____

   b. What is the first line listed in the references section for that person?

   ____

Answers: 1. The Writings of George Washington
2. December 26,1800
3. a. Supplement volume 3
b. Memoirs of Alice Henry, ed. by Nettie Palmer

CURRENT BIOGRAPHY

Current Biography contains articles about the lives of popular people during the 20th century. Those persons are from all over the world. Current Biography includes 300-350 biographies annually.

The information in the biography includes:

full name of person
dates of birth and death
occupation and reason for newsworthiness
address
an article describing the person's life
a portrait
references to sources for further information

The Gallaudet College Library has the complete set of Current Biography beginning in 1940 until the present.

The Current Biography is divided into two groups:

1. *Year volumes (a volume which covers a complete year)*
2. *Cumulated indexes*

The call number is: Ref.
920
C97

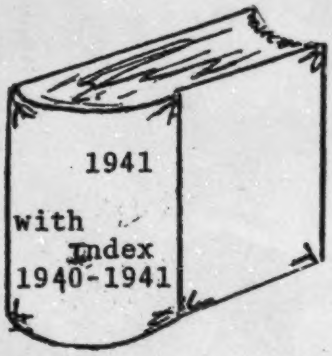
WHEN YOU WANT BIOGRAPHICAL INFORMATION ON A 20th CENTURY POPULAR PERSON IN THE NEWS, YOU SHOULD USE CURRENT BIOGRAPHY.

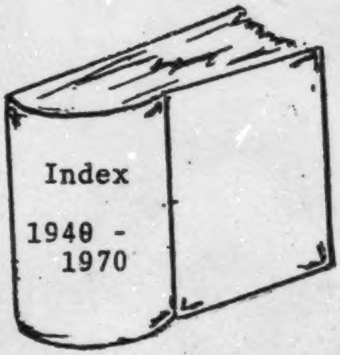
HOW TO USE CURRENT BIOGRAPHY

1. CUMULATED INDEXES:

There is a volume for group of years.

For example:





Each volume has four sections:

1. *The articles*
2. *Biographical references*

This is an alphabetical list of books which were consulted to write the biographical articles.

For example:

BIOGRAPHICAL REFERENCES

American Architects Directory, 1970
American Bar, 1965
American Catholic Who's Who, 1972-73
American Medical Directory, 1965
Debrett's Peerage, 1964
Department of State Biographic Register, 1972
Dictionary of Latin American and Carribean Biography (1971)
Dictionnaire de biographie fran-
International Who's Who in Poetry (1970-71)
International Year Book and Statesmen's Who's Who, 1974
Japan Biographical Encyclopedia & Who's Who, 1964-65
Jews in the World of Science

3. *Classification by Profession - (the year)*

This is a list of the persons who are included in this particular year volume. The person's names are under the profession or occupation indicated.

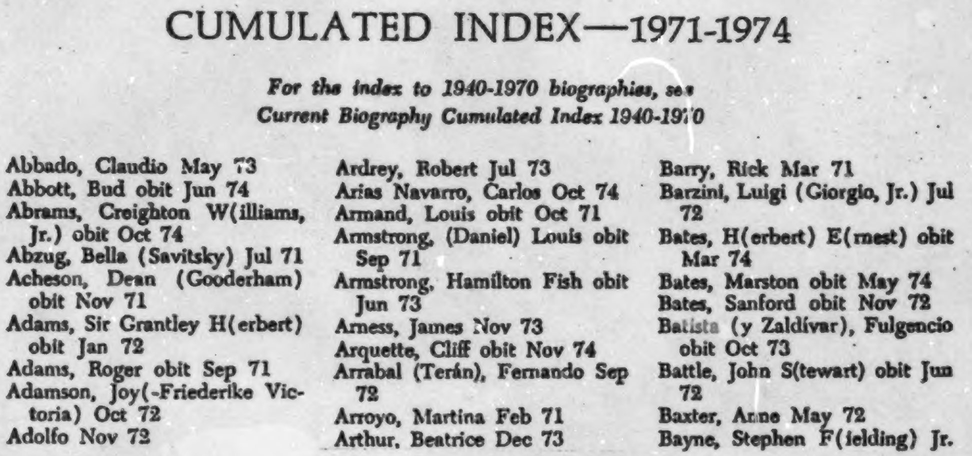
For example:

DANCE
- Harkness, Rebekah
- Hawkins, Erick
- Panov, Valery
- Park, Merle

4. *Cumulated Index - (year - year)*

This is an index to the biographies included in particular years.

For example:



CUMULATED INDEX—1971-1974

For the index to 1940-1970 biographies, see
Current Biography Cumulated Index 1940-1970

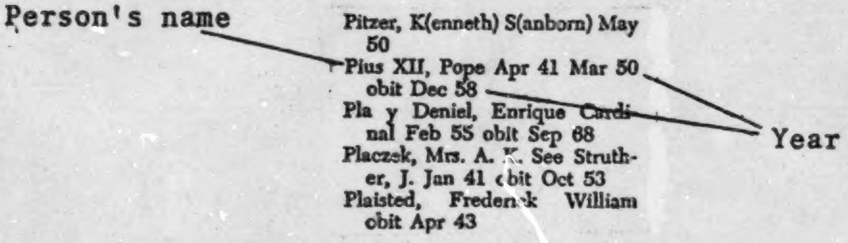
Abbado, Claudio May 73
Abbott, Bud obit Jun 74
Abrams, Creighton W(illiams, Jr.) obit Oct 74
Abzug, Bella (Savitsky) Jul 71
Acheson, Dean (Gooderham) obit Nov 71
Adams, Sir Grantley H(erbert) obit Jan 72
Adams, Roger obit Sep 71
Adamson, Joy(-Friederike Victoria) Oct 72
Adolfo Nov 72
Ardrey, Robert Jul 73
Arias Navarro, Carlos Oct 74
Armand, Louis obit Oct 71
Armstrong, (Daniel) Louis obit Sep 71
Armstrong, Hamilton Fish obit Jun 73
Arness, James Nov 73
Arquette, Cliff obit Nov 74
Arrabal (Terán), Fernando Sep 72
Arroyo, Martina Feb 71
Arthur, Beatrice Dec 73
Barry, Rick Mar 71
Barzini, Luigi (Giorgio, Jr.) Jul 72
Bates, H(erbert) E(rnest) obit Mar 74
Bates, Marston obit May 74
Bates, Sanford obit Nov 72
Batista (y Zaldívar), Fulgencio obit Oct 73
Battle, John S(tewart) obit Jun 72
Baxter, Anne May 72
Bayne, Stephen F(ielding) Jr.

There is also a separate volume which is a cumulated index. It covers the years 1940-1970.

Step A: Go to the cumulated indexes.

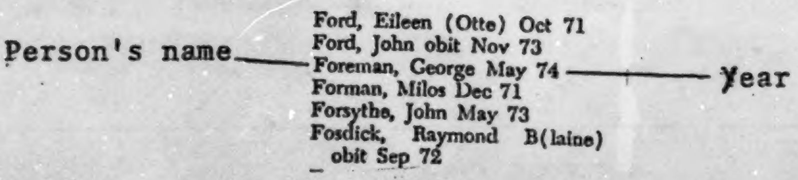
Look for your person's name in the

For example: 1940-1970 cumulated index


Person's name
Year

Pitzer, K(enneth) S(anborn) May 50
Pius XII, Pope Apr 41 Mar 50 obit Dec 58
Pla y Deniel, Enrique Cardinal Feb 55 obit Sep 68
Placzek, Mrs. A. K. See Struther, J. Jan 41 obit Oct 53
Plaisted, Frederick William obit Apr 43

1974 cumulated index

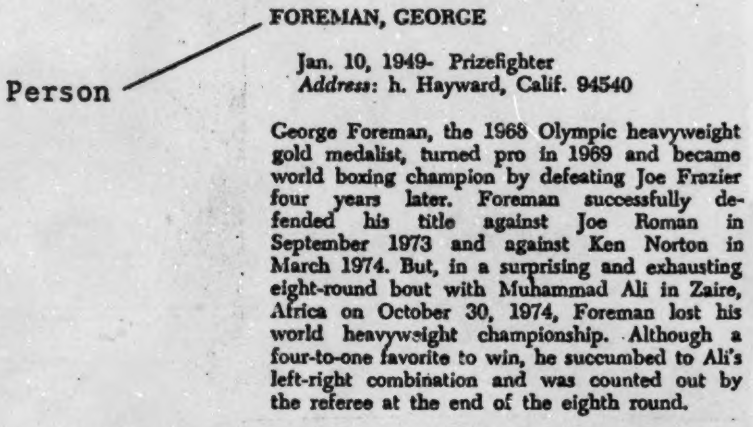

Person's name
Year

Ford, Eileen (Otte) Oct 71
Ford, John obit Nov 73
Foreman, George May 74
Forman, Milos Dec 71
Forsythe, John May 73
Fosdick, Raymond B(laine) obit Sep 72

Step B: Go to the appropriate year volume (you should ignore the months indicated in the index.

Look for your person's name in alphabetical order.

For example:



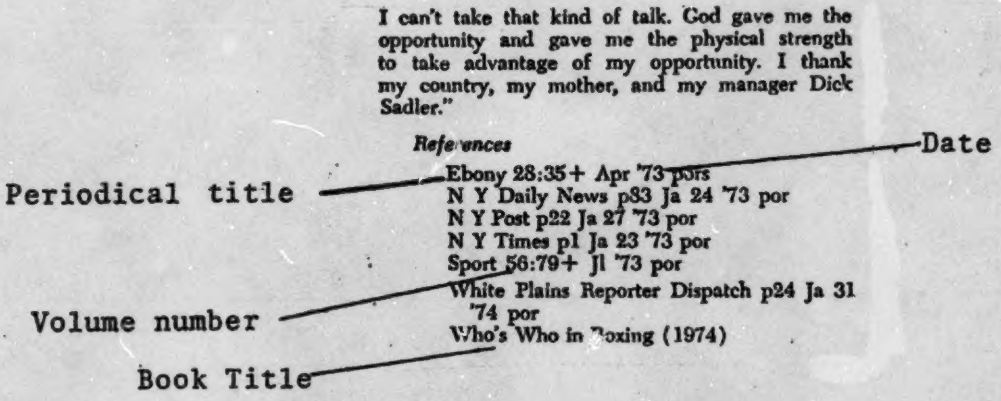
FOREMAN, GEORGE

Jan. 10, 1949- Prizefighter
Address: h. Hayward, Calif. 94540

George Foreman, the 1968 Olympic heavyweight gold medalist, turned pro in 1969 and became world boxing champion by defeating Joe Frazier four years later. Foreman successfully defended his title against Joe Roman in September 1973 and against Ken Norton in March 1974. But, in a surprising and exhausting eight-round bout with Muhammad Ali in Zaire, Africa on October 30, 1974, Foreman lost his world heavyweight championship. Although a four-to-one favorite to win, he succumbed to Ali's left-right combination and was counted out by the referee at the end of the eighth round.

Step C: Look at the references section at the end of the article.

For example:


Date
Periodical title
Volume number
Book Title

I can't take that kind of talk. God gave me the opportunity and gave me the physical strength to take advantage of my opportunity. I thank my country, my mother, and my manager Dick Sadler."

References

Ebony 28:35+ Apr '73 pors
N Y Daily News p83 Ja 24 '73 por
N Y Post p22 Ja 27 '73 por
N Y Times p1 Ja 23 '73 por
Sport 56:79+ Jl '73 por
White Plains Reporter Dispatch p24 Ja 31 '74 por
Who's Who in Boxing (1974)

When you want to read these sources, copy all of the information. Look in the Union List of Campus Serials to see if the library owns that source item.

2. CLASSIFICATION BY PROFESSION:

When you know the profession of your person or you are looking for any person under a particular profession, you can use the "classification by profession" section of the year volume.

THE 1940-1970 CUMULATED INDEX DOES NOT CONTAIN A "CLASSIFICATION BY PROFESSION" SECTION.

For example:

- ART
  - Krasner, Lee
  - Lee, Sherman E.
  - Masson, André
  - Morris, Desmond
  - Scull, Robert C.

- ASTRONAUTICS
  - Link, Edwin
  - Schmitt, Harrison H.

- AVIATION
  - Hiller, Stanley, Jr.
  - Link, Edwin
  - Scott, Sheila

YOU SHOULD LEAN HOW TO USE CURRENT BIOGRAPHY.

PRACTICE QUESTIONS: CURRENT BIOGRAPHY
(LIBRARY SKILLS UNIT IIIB-4)

1. Look for the person Arthur Fiedler in the cumulated index (1940 - 1970).

   In what volume will you find the article? (Write the year.)

   ____

2. Look for the person Dick Gregory in the 1962 Current Biography.

   a. Where was this person born?

   ____

   b. What is the date of the first item listed in the bibliography?

   ____

3. Look for the profession television in the 1975 Current Biography.

   What is the name of the FIRST person under this profession?

   ____

Answers: 1. 1945
2.a. St. Louis, Missouri
b. November 1961
3. Ann-Margaret

BOOK REVIEW DIGEST

The Book Review Digest is an index which lists article references to book reviews. When you want to know what other people said about a particular book, you can use Book Review Digest. When you want a summary of a book, you can use Book Review Digest.

The reviewed book can be fiction or non-fiction. This index is located in the Index section. It is on the shelf in alphabetical order with the other indexes.

The Book Review Digest has three parts:

1. *Alphabetical list of authors and the review citations*

   You should use this part when you know the author's name, the title of the book, and the date of publication.

2. *Subject and title index (alphabetical order)*

   You should use this part when you know the subject or the title of the book being reviewed.

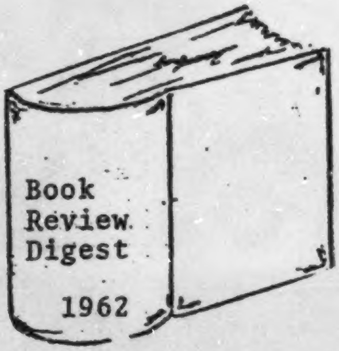
3. *List of abbreviations used.*

YOU SHOULD LEARN THE PARTS OF BOOK REVIEW DIGEST.

HOW TO USE IT

The Book Review Digest is divided into many volumes. Each volume covers a particular time period.

For example:



There are also volumes which contain cumulated author/title indexes.

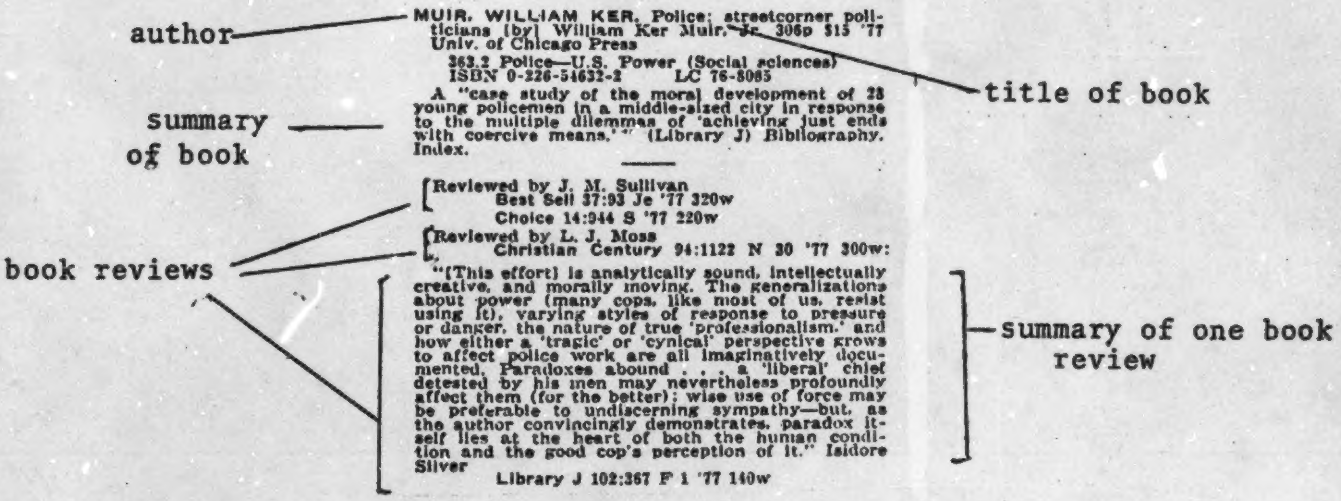
For example:

Author/
Title
Index
1905-
1974

A. LIST OF AUTHORS:

Step 1: Look for your author's name (last name first)

For example:


author
title of book
summary of book
book reviews
summary of one book review

MUIR, WILLIAM KER. Police: streetcorner politicians [by] William Ker Muir, Jr. 306p $15 '77 Univ. of Chicago Press

363.2 Police—U.S. Power (Social sciences)
ISBN 0-226-54632-2 LC 76-8085

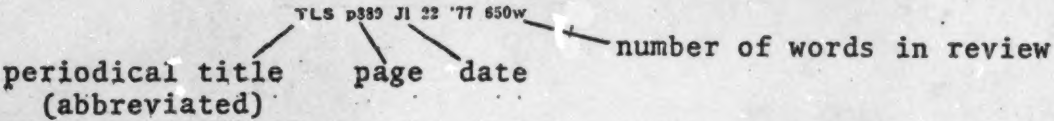
A "case study of the moral development of 28 young policemen in a middle-sized city in response to the multiple dilemmas of 'achieving just ends with coercive means.'" (Library J) Bibliography. Index.

Reviewed by J. M. Sullivan
Best Sell 37:93 Je '77 320w
Choice 14:944 S '77 220w
Reviewed by L. J. Moss
Christian Century 94:1122 N 30 '77 300w:

"[This effort] is analytically sound, intellectually creative, and morally moving. The generalizations about power (many cops, like most of us, resist using it), varying styles of response to pressure or danger, the nature of true 'professionalism,' and how either a 'tragic' or 'cynical' perspective grows to affect police work are all imaginatively documented. Paradoxes abound . . . a 'liberal' chief detested by his men may nevertheless profoundly affect them (for the better); wise use of force may be preferable to undiscerning sympathy—but, as the author convincingly demonstrates, paradox itself lies at the heart of both the human condition and the good cop's perception of it." Isidore Silver
Library J 102:367 F 1 '77 140w

Step 2: Copy all the information in the review citation.

For example:


TLS p389 Jl 22 '77 650w

Step 3: Look for the complete meaning of all the abbreviations.

In the front pages of the volume there is a list of abbreviations and their meanings.

For example:

SCI AM—*Scientific American*
SCIENCE—*Science*
SOCIAL STUDIES—*Social Studies*
SPECIAL LIBRARIES—*Special Libraries*

TLS—*Times Literary Supplement (London)*
TEACH COL REC—*Teachers College Record*
TIME—*Time*

VA Q R—*Virginia Quarterly Review*

WORLD POL—*World Politics*

YALE R—*Yale Review*

Step 4: Go to the Union List of Campus Serials.

Look for your periodical title

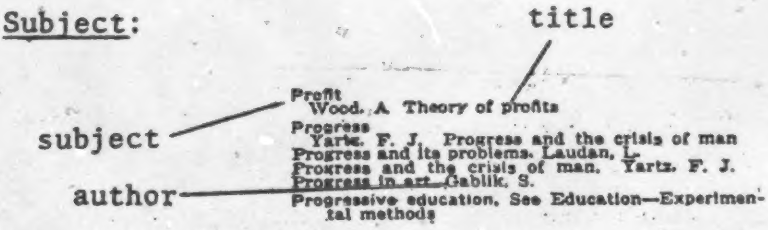
(See Library Unit IIIA, page 13 for further information on using the Union List of Campus Serials.

B. SUBJECT AND TITLE INDEX:

Step 1: Look for your subject or title in the index.

For example:

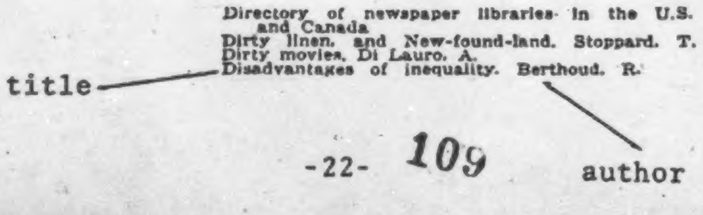
Subject:



Profit
Wood. A Theory of profits
Progress
Yartz. F. J. Progress and the crisis of man
Progress and its problems. Laudan, L.
Progress and the crisis of man. Yartz. F. J.
Progress in art. Gablik, S.
Progressive education. See Education—Experimental methods

title
subject
author

Title:



Directory of newspaper libraries in the U.S. and Canada
Dirty linen. and New-found-land. Stoppard. T.
Dirty movies. Di Lauro. A.
Disadvantages of inequality. Berthoud. R.

title
author

Step 2: Copy all the information.

Step 3: Go to the front section of the volume (the Author section).

Step 4
and See Step 3 and Step 4 under
Step 5: "A. LIST OF AUTHORS" on page ,21-22

YOU SHOULD LEARN TO USE BOOK REVIEW DIGEST.

PRACTICE QUESTIONS: BOOK REVIEW DIGEST
(LIBRARY UNIT IIIB - 5)

1. Look for a book review of a book written by Dudley Cammett Lunt in 1965.

   a. What is the title of the periodical for the FIRST review?

   ____

   b. What is the date of this review?

   ____

2. Look for the subject Fraud in the 1965 Book Review Digest.

   What is the title of the book of the FIRST item listed under this subject?

   ____

3. Look for the title Days of Danger in the 1963 Book Review Digest.

   What is the author of the first item listed?

   ____

4. Find the meanings of the following abbreviations. (Use any volume).

   a. SLJ ____________________
   b. LRTS ____________________
   c. Am J Pub Health ____________________

Answers: 1. a. Atlantic
b. Mr' 65 or March 1965
2. Scientists and scoundrels
3. F. Habeck
4. a. School Library Journal
b. Library Resources and Technical Services
c. American Journal of Public Health and the Nation's Health

BOOK REVIEW INDEX

The Book Review Index contains references to articles which review a particular book. The arrangement is alphabetical by the author's name. It is published each year. The Book Review Index is located with the other general indexes in alphabetical order by the title.

The Book Review Index is divided into three parts:

1. *publications indexed.*

   This is a list of the abbreviations of the periodicals and their full meaning.

2. *author index*

   This is a list of the review references by the author.

3. *title index*

   This is a list of the review references by the exact title of the book.

WHEN YOU WANT TO FIND MORE INFORMATION (CRITICISM) ABOUT A BOOK, YOU SHOULD USE BOOK REVIEW INDEX.

The Gallaudet College Library has Book Review Index from its beginning in 1965 until today.

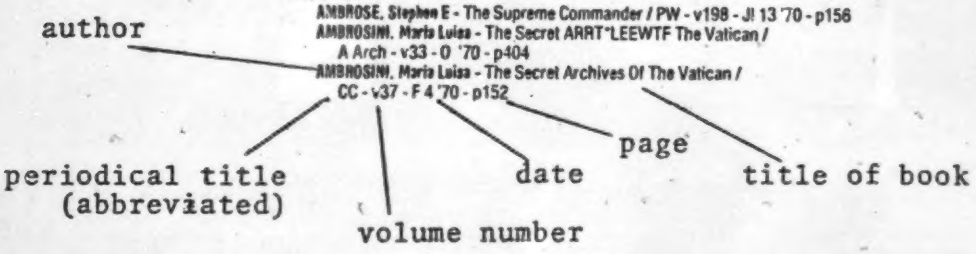
HOW TO USE IT

There are two ways to find a review reference in Book Review Index.

1. author index:

   You can look for your author in the author index. Make sure you know the exact name and spelling for your author.

For example:



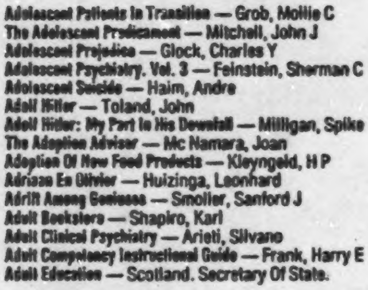
AMBROSE, Stephen E - The Supreme Commander / PW - v198 - Jl 13 '70 - p156
AMBROSINI, Maria Luisa - The Secret ARRT'LEEWTF The Vatican /
A Arch - v33 - O '70 - p404
AMBROSINI, Maria Luisa - The Secret Archives Of The Vatican /
CC - v37 - F 4 '70 - p152

2. title index:

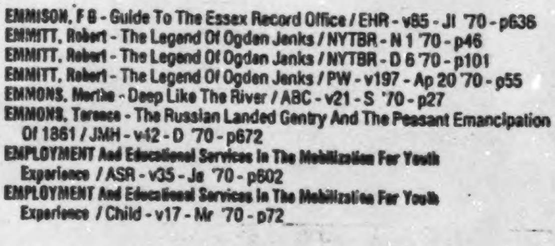
a. Look for the exact title in the title index section of the Book Review Index. Make sure you know the exact title. There is a separate title index starting in 1976. Before 1976 the titles are together with the authors in alphabetical order.

For example:

Title index after 1976	Author/Title index before 1976



Adolescent Patients In Transition — Grob, Mollie C
The Adolescent Predicament — Mitchell, John J
Adolescent Prejudice — Glock, Charles Y
Adolescent Psychiatry. Vol. 3 — Feinstein, Sherman C
Adolescent Suicide — Haim, Andre
Adolf Hitler — Toland, John
Adolf Hitler: My Part In His Downfall — Milligan, Spike
The Adoption Adviser — Mc Namara, Joan
Adoption Of New Food Products — Kleyngeld, H P
Adriaan En Olivier — Huizinga, Leonhard
Adrift Among Geniuses — Smoller, Sanford J
Adult Bookstore — Shapiro, Karl
Adult Clinical Psychiatry — Arieti, Silvano
Adult Competency Instructional Guide — Frank, Harry E
Adult Education — Scotland. Secretary Of State.



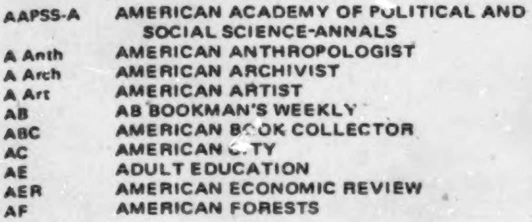
EMMISON, F G - Guide To The Essex Record Office / EHR - v85 - Jl '70 - p636
EMMITT, Robert - The Legend Of Ogden Jenks / NYTBR - N 1 '70 - p46
EMMITT, Robert - The Legend Of Ogden Jenks / NYTBR - D 6 '70 - p101
EMMITT, Robert - The Legend Of Ogden Jenks / PW - v197 - Ap 20 '70 - p55
EMMONS, Martha - Deep Like The River / ABC - v21 - S '70 - p27
EMMONS, Terence - The Russian Landed Gentry And The Peasant Emancipation Of 1861 / JMH - v42 - D '70 - p672
EMPLOYMENT And Educational Services In The Mobilization For Youth Experience / ASR - v35 - Je '70 - p602
EMPLOYMENT And Educational Services In The Mobilization For Youth Experience / Child - v17 - Mr '70 - p72

The title index will give you the author's name.

When you want to read the reviews, you need to look for the complete meaning of the abbreviations used.

Go to the front pages of the volume and find the page titled "Publications Indexed:

For example:



AAPSS-A	AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE-ANNALS
A Anth	AMERICAN ANTHROPOLOGIST
A Arch	AMERICAN ARCHIVIST
A Art	AMERICAN ARTIST
AB	AB BOOKMAN'S WEEKLY
ABC	AMERICAN BOOK COLLECTOR
AC	AMERICAN CITY
AE	ADULT EDUCATION
AER	AMERICAN ECONOMIC REVIEW
AF	AMERICAN FORESTS

When you have the complete title of the abbreviation, you should go the Union List of Campus Serials.

Look for your title to see if the Library has that title. (For further information see Library Unit IIIA.)

YOU SHOULD LEARN TO USE BOOK REVIEW INDEX.

PRACTICE QUESTIONS: BOOK REVIEW INDEX
(LIBRARY UNIT IIIB - 6)

1. Look for the author Rosemary Sutcliff in 1972 titled Heather, Oak, and Olive in the Book Review Index.

   a. What is the complete title of the FIRST periodical listed that contains a review ?

   ____

   b. On what page of this periodical will you find the review?

   ____

2. Look for the title The Lion's Paw in the 1976 Book Review Index.

   a. What is the author's name?

   ____

   b. What is the date of the FIRST review listed under that author?

   ____

3. Look for the author Edwin P. Hoyt in the 1970 titled How They Won the War in the Pacific in Book Review Index.

   What is the volume number of the FIRST periodical listed for title ?

   ____

Answers: 1. a. Booklist
b. page 206
2. a. D.P. Sherman
b. N 15 '75 or November 15, 1975
3. volume 95

REVIEW
LIBRARY UNIT III: BOOKLET B

On page 1 there are four learning objectives for Library Unit III Booklet B. You will need to meet these objectives before taking the Unit IIIB test. You must take the Unit IIIB test before you begin Library Unit III: Booklet C.

Turn to page 1.

Can you do each objective? Check to be sure.

Complete the checklist below.

Checklist

Read each objective on page 1. Check (✓) the answer that is true for you.

	YES I Can!	MAYBE I am not sure	NO I need more help
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____
Can you do objective 3?	_____	_____	_____
Can you do objective 4?	_____	_____	_____

When you check "YES" for every objective, you are ready for Unit IIIB test.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT III: BOOKLET B

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet.

   (Use the table below to find the appropriate section).

   Read the section again very carefully.

   Do the practice questions.

Table

Learning objectives	Booklet pages	Practice questions
objective 1	5,6,10-12	9, 13
objective 2	6,20-23,25-27	9,24,28
objective 3	14-18	19
objective 4	20-23,25-27	24,28

2. Ask for more practice questions on the objective.
3. Ask the Instruction Librarian for help.

GALLAUDET COLLEGE LIBRARY

Your name ____________________ Your teacher's name ________________

LIBRARY UNIT III-GENERAL INDEXES

BOOKLET C: NEWSPAPER INDEXES

The Library Skills Pretest showed that you cannot use Newspaper Indexes well. This booklet has the necessary information and practice exercises to help you to use Newspaper Indexes.

Here are your learning objectives:

1. You will locate article references in the indexes the New York Times and the Washington Post when you know the subject and date.
2. You will identify the information in an article reference in the New York Times Index and the Washington Post Index.
3. Using article references from the indexes of the New York Times and the Washington Post, you will find the articles themselves in the newspapers.

When you finish this booklet, you should be able to do all of your learning objectives.

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Washington, D. C. 20002
(202-651-5577 or TTY 651-5575)

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Prepared by C. Burnelle McIntyre

NEWSPAPER INDEXES

Indexes to newspapers are sets of books which contain newspaper article references. The article itself is NOT in the index. You must go to the newspaper to read the article.

Newspaper Indexes are the same as periodical indexes EXCEPT that they (newspaper indexes) contain references to newspaper articles only.

All kinds of topics are included such as:

politics
deaths
editorials
reviews (book reviews, film reviews, etc.)

When you do not know the exact date, title, and page number for a particular newspaper article, you need to use the newspaper index first.

Why are newspaper articles helpful?

1. *Newspaper articles give you current, up-to-date information on a topic.*

2. *Newspaper articles give you background information about past events and people.*

3. *Newspaper articles give you local information.*

YOU SHOULD UNDERSTAND THE IMPORTANCE OF NEWSPAPERS AND THEIR INDEXES.

The Gallaudet College Library has two newspaper indexes which you will learn about.

1. *New York Times Index*

2. *Washington Post Index*

The newspapers and their indexes are located together in the Media Room to the far right near the file cabinets. The newspaper indexes are located on the shelf in that area. The arrangement is in chronological order (by year). The newspapers are not in paper format like you see in the stores. All of the New York Times and Washington Post newspapers are on microfilm EXCEPT for the current issues.

Microfilm is similar to the film in a movie camera. The microfilm is on reels to make it easier to find the section you want. You must use a machine (microfilm reader) to read the newspaper article.

The microfilm reader is located in the same area as the newspapers and their indexes.

The current newspapers are located on Level 1 in the Browsing area (lounge).

YOU SHOULD LEARN HOW TO FIND THE NEWSPAPERS AND THEIR INDEXES.

NEW YORK TIMES

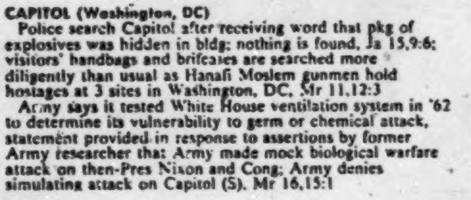
The New York Times began in 1851. Its Index contains references to articles on all topics both national and international. The New York Times is a daily newspaper including Saturdays and Sundays.

The Gallaudet College Library has the New York Times newspaper from 1851 until today.

1. HOW TO FIND A NEWSPAPER ARTICLE CITATION IN THIS INDEX:

   Look for your topic in any year of the New York Times Index.

   For example: (year - 1977)



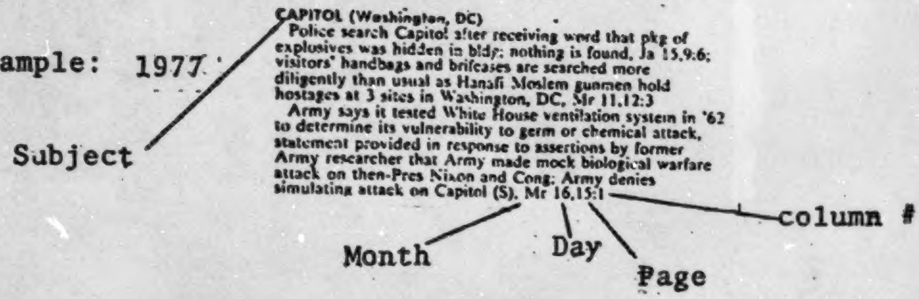
CAPITOL (Washington, DC)
Police search Capitol after receiving word that pkg of explosives was hidden in bldg; nothing is found, Ja 15,9:6; visitors' handbags and brifcases are searched more diligently than usual as Hanafi Moslem gunmen hold hostages at 3 sites in Washington, DC, Mr 11,12:3
Army says it tested White House ventilation system in '62 to determine its vulnerability to germ or chemical attack, statement provided in response to assertions by former Army researcher that Army made mock biological warfare attack on then-Pres Nixon and Cong; Army denies simulating attack on Capitol (S), Mr 16,15:1

   You must decide on which article you want.

2. HOW TO READ A CITATION:

   Copy the information.

For example: 1977



CAPITOL (Washington, DC)

Police search Capitol after receiving word that pkg of explosives was hidden in bldg; nothing is found, Ja 15,9:6; visitors' handbags and brifcases are searched more diligently than usual as Hanafi Moslem gunmen hold hostages at 3 sites in Washington, DC, Mr 11,12:3

Army says it tested White House ventilation system in '62 to determine its vulnerability to germ or chemical attack, statement provided in response to assertions by former Army researcher that Army made mock biological warfare attack on then-Pres Nixon and Cong; Army denies simulating attack on Capitol (S), Mr 16,15:1

The year is only indicated on the cover of the index NOT on the pages inside the index.

3. GO TO THE FILE CABINETS:

   a. Find the box of microfilm which contains the date of your article.

      For example:

1914 MARCH 1-15		The New York Times

   b. Remove the box of microfilm

   c. Go to a microfilm reader and read your article. There are instructions for using the machine near each microfilm reader.

YOU SHOULD LEARN HOW TO USE THE NEW YORK TIMES INDEX.

PRACTICE QUESTIONS: NEW YORK TIMES
(LIBRARY UNIT IIIC - 1)

1. Look for the subject Environment in the 1974 New York Times Index.

   a. What is the date of the FIRST article listed?

   b. On what page in the newspaper will you find this article.

2. Look for the subject Microscopes in the 1942 New York Times Index.

   a. In what column will you find the article dated November 27 (write the column number)

   b. Go to the newspaper itself and find the title of the article.

3. Look for the subject Prunes in the 1975 New York Times Index.

   a. On what page in the newspaper will you find the article?

   b. What is the title of the article? (You must go to the newspaper itself.)

Answers: 1. a. February 3
b. Page 36
2. a. Column 5
b. New Microscope developed by RCA
3. a. Page 42
b. Growers plan venture in prunes and walnuts

WASHINGTON POST

The Washington Post began in 1958. It contains references to articles on all topics both international and national. The Washington Post is a morning daily newspaper including Saturday and Sunday.

The Gallaudet College Library has the Washington Post Index from 1971 until today and the newspaper itself from 1958 until today.

The Washington Post Index is divided into two parts:

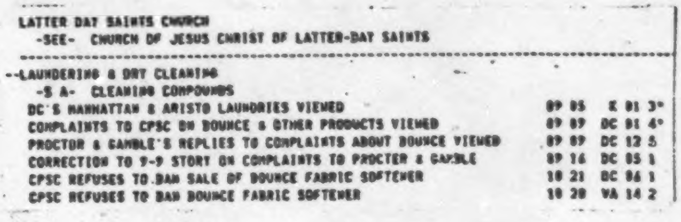
1. Subjects (front of index)
2. Personal names (back of index)

A. HOW TO FIND AN ARTICLE CITATION:

1. Subject Index:

   a. Look for your subject in alphabetical order.

   For example:



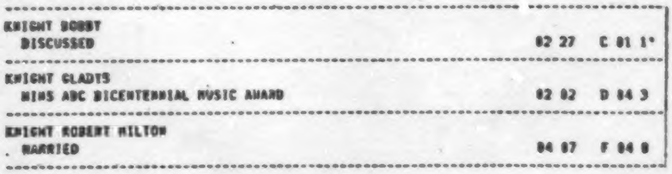
```
LATTER DAY SAINTS CHURCH
  -SEE-  CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
--------------------------------------------------------------------------
--LAUNDERING & DRY CLEANING
  -S A-  CLEANING COMPOUNDS
  DC'S MANHATTAN & ARISTO LAUNDRIES VIEWED                    09 05   K 01 3*
  COMPLAINTS TO CPSC ON BOUNCE & OTHER PRODUCTS VIEWED        09 09  DC 01 4*
  PROCTOR & GAMBLE'S REPLIES TO COMPLAINTS ABOUT BOUNCE VIEWED 09 09  DC 12 5
  CORRECTION TO 9-9 STORY ON COMPLAINTS TO PROCTER & GAMBLE   09 16  DC 05 1
  CPSC REFUSES TO BAN SALE OF BOUNCE FABRIC SOFTENER          10 21  DC 06 1
  CPSC REFUSES TO BAN BOUNCE FABRIC SOFTENER                  10 20  VA 14 2
```

   b. Copy all the information.

2. Personal names:

   a. Look for the person's name in alphabetical order

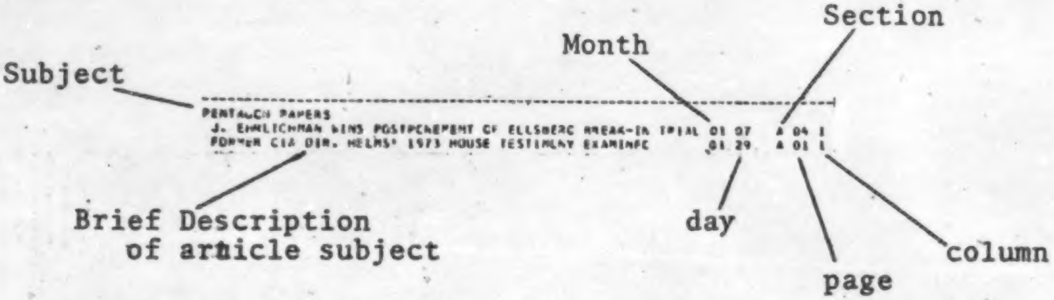
   For example:



```
--------------------------------------------------------------------------
KNIGHT BOBBY
  DISCUSSED                                                   02 27   C 01 1*
--------------------------------------------------------------------------
KNIGHT GLADYS
  WINS ABC BICENTENNIAL MUSIC AWARD                           02 02   D 04 3
--------------------------------------------------------------------------
KNIGHT ROBERT MILTON
. MARRIED                                                     04 07   F 04 8
--------------------------------------------------------------------------
```

B. HOW TO READ AN ARTICLE CITATION:

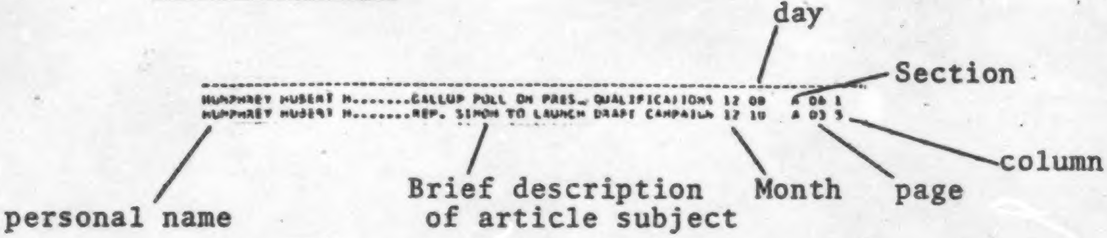
Sample: Subject Index



```
PENTAGON PAPERS
 J. EHRLICHMAN WINS POSTPONEMENT OF ELLSBERG BREAK-IN TRIAL 01 07   A 04 1
 FORMER CIA DIR. HELMS' 1973 HOUSE TESTIMONY EXAMINED       01 29   A 01 1
```

Subject
Month
Section
Brief Description of article subject
day
page
column

Sample: Personal Names



```
HUMPHREY HUBERT H........GALLUP POLL ON PRES. QUALIFICATIONS 12 08   A 06 1
HUMPHREY HUBERT H........REP. SIMON TO LAUNCH DRAFT CAMPAIGN  12 10   A 03 5
```

day
Section
column
personal name
Brief description of article subject
Month
page

C. GO TO THE FILE CABINETS:

(Follow the same steps for the New York Times Index, p. 4 .)

YOU SHOULD LEARN TO USE THE WASHINGTON POST INDEX.

PRACTICE QUESTIONS: WASHINGTON POST
(LIBRARY UNIT III C-2)

1. Look for the subject Barbershop Quartets in the 1972 Washington Post Index.

   a. On what page in the newspaper will you find this article?

   ____

   b. What is the date (month and day) of the article?

   ____

2. Look for the subject Aged: Council on the Aging in the 1971 Washington Post Index.

   What is the author's name of the article? (You must go to the newspaper itself.)

   ____

3. Look for the person J.G. Andersson in the 1974 Washington Post Index.

   In what column of the newspaper will you find the article?

   ____

Answers: 1.a. page 15
b. month: 5 or May; day: 18
2. Elizabeth Shelton
3. column 1

REVIEW
LIBRARY UNIT III: BOOKLET C

On page 1 there are three learning objectives for Library Unit III: Booklet C . You will need to meet these objectives before you take the Unit IIIC test. You must take the Unit IIIC test before you finish Library Skills.

Turn to Page 1.

Can you do each objective? Check to be sure.

Complete the Checklist below.

CHECKLIST

Read each objective on Page 1. Check (✓) the answer that is true for you.

	YES I can!	MAYBE I am not sure.	NO I need more help.
Can you do objective 1?	_____	_____	_____
Can you do objective 2?	_____	_____	_____
Can you do objective 3?	_____	_____	_____

When you check "YES" for every objective, you are ready for Unit IIIC test.

When you check "MAYBE" or "NO" for an objective, you need to learn some more. Read the LEARNING SUGGESTIONS section on the next page.

LIBRARY SUGGESTIONS
LIBRARY UNIT III, BOOKLET C

When you are not sure about a learning objective, try this:

1. Answer the practice questions in the unit.
2. Ask for more practice questions on the objective.

When you need more help to learn an objective, try this:

1. Find the appropriate section of this booklet.

   Use the table below to find the appropriate section.
   Read the section VERY CAREFULLY.
   Do the practice questions.

Table

Learning objectives	Booklet pages	Practice exercises
objective 1	2-4, 6-7	5,8
objective 2	2-4, 6-7	5,8
objective 3	2-4, 6-7	5,8

2. Ask for more practice questions on the objective.
3. Ask the Instruction Librarian for help.